

**Chapter 2 Procedures**

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**Function  
Overview**

This section describes the key events to process requisitions within AGPS. Most requisitions will be entered in AGPS by persons from the user departments; however, the central purchasing department must also use this process to enter requisitions which initiate state-wide contracts.

There are several basic types of requisitions which may be processed in AGPS. The requisition type is identified to AGPS through the use of the requisition document type on the RQS4 screen. There are variations to the ones listed below. See Section 15, Status Codes and Document Types for a complete list of requisition types and each corresponding requisition document type.

- Open Market - An open market requisition or a one-time purchase is used to satisfy a non-recurring requirement which must be purchased on the open market by obtaining competitive bids. An open market requisition may result in an informal solicitation or a formal solicitation. Typically, open market requisitions are processed through the Solicitation database and orders are created in the Order database.
- Contracts - Requisitions are used in AGPS to initiate contracts. These type requisitions are processed through the Solicitation database and result in contracts in the Contract database.
- Contract Release Orders - A contract release order requisition is used to order items and services currently on state-wide or agency specific contracts. The pricing, delivery and payment information is retrieved from the contract. This type requisition will create a contract release order in the Order database. This requisition type does not process through the Solicitation database.

To start the requisition process, the user enters the requisition header using the RQS4 screen. This transaction will provide the basic information about the requisition such as the requisitioning agency, ship-to address, bill-to address, fiscal year, requisition title, contact person and phone. The next step is to identify the items/services and quantities that are to be purchased. This is done using the RLI2 screen. To complete the entry process, enter the accounting information for the requisition to be encumbered in the accounting system. The accounting information will be entered using the RACG screen and will include the accounting distribution and the amount. If a particular requisition does not require encumbrance, the Acct Rqd (accounting required) indicator on the RQS4 screen must be changed to N. Funds are obtained by changing the status code on the RQS4 transaction.

AGPS will automatically add approvals required by the requisition. Other approvals may be added using the PAPV transaction.

Once the funds and all approvals have been obtained, to move the requisition to purchasing, change the status code using the RQS4 screen.

Following are the details of the procedures to enter the requisition, obtain funds, approve it, move it to purchasing, review it in purchasing and prepare it to be attached to a solicitation.

## **1 ADD/CHANGE REQUISITION RECORDS**

### **1.1 Add Requisition Header Table**

**Overview** The AGPS user is provided the capability to add the requisition header table record in AGPS. This document will contain all required requisitioning agency data for processing. This is accomplished by the use of the RQS4 screen.

- Inputs**
- Required requisition title
  - Required fiscal year
  - Required document type
  - Required purchasing agency
  - Required requisitioning agency
  - Required ship-to agency/sub-agency
  - Required bill-to agency/sub-agency
  - Required delivery days aro or weeks aro or date

- Outputs**
- Updated RQSN Table

#### **Completing The Procedure**

##### Cross-Reference

##### Steps

1. Determine the requisition requirement(s).

INST 4: BTAB

**Document Type** must be valid entry in BTAB Table DR (Document Type - Requisition).

AGCY 4: AGCY

**Purchasing Agency** must be key to a valid and active record in the AGCY Table.

**Requisitioning Agency** must be key to a valid and active record in the AGCY Table.

# REQUISITION PROCESSING

## PROCEDURES

### 1.1 Add Requisition Header Table

Cross-Reference	Steps
	<p><b>Ship-To Agency</b> must be key to a valid and active record in the AGCY Table or AGRP Table or BREG Table.</p> <p><b>Bill-To Agency</b> must be key to a valid and active record in the AGCY Table.</p>
AGCY 4: AADR	<p><b>Ship-To Sub-Agency</b>, combined with ship-to agency, must be key to a valid and active record in the AADR Table. If ship-to agency is group (GRPxxx) or region (Rxxx), sub-agency must be blank.</p> <p><b>Bill-To Sub-Agency</b>, combined with bill-to agency, must be key to a valid and active record in the AADR Table.</p>
INST 4: BAAT	<p>User must have access and maintenance for the requisitioning/purchasing agency to process a record in RQS4.</p>
	2. Add RQSN Table data into AGPS.
RQSN 4: RQS4	<ol style="list-style-type: none"><li>If the user is not in the RQS4 screen, type <b>RQS4</b> in the Function Line and press RETURN/ENTER.</li><li>Type <b>CLEAR</b> in the Function Line and press RETURN/ENTER. Screen data entry fields should be blanked and <b>ADD</b> inserted in the Function Line.</li><li>Using the TAB key, move to Requisition Number field and type <b>NEXT</b>.</li><li>Using the TAB key, move to Fiscal Year field and type desired budget fiscal year.</li><li>Using the TAB key, move to Title Line 1 field and type desired requisition title. If line 1 is not enough, TAB to line 2 and complete title.</li><li>Using the TAB key, move to Document Type field and type desired document type. See Section 15, Status Codes and Document Types for additional information.</li><li>Using the TAB key, move to Purchasing Agency field and type desired purchasing agency. This will be the agency responsible for the procurement of this requisition.</li></ol>

# REQUISITION PROCESSING

## PROCEDURES

### 1.1 Add Requisition Header Table

<u>Cross-Reference</u>	<u>Steps</u>
	<ul style="list-style-type: none"><li>h. Using the TAB key, move to Requisitioning Agency field and type desired requisitioning agency.</li><li>i. Using the TAB key, move to Ship-To Agency field and type desired ship-to agency number.</li><li>j. Using the TAB key, move to Ship-To Sub-Agency field and type desired ship-to sub-agency number.</li><li>k. Using the TAB key, move to Bill-To Agency field and type desired bill-to agency number. Not required if contract initiation document type.</li><li>l. Using the TAB key, move to Bill-To Sub-Agency field and type desired bill-to sub-agency number. Not required if contract initiation document type.</li><li>m. Using the TAB key, move to Delivery Days ARO or Weeks ARO or Date field and type desired delivery days aro or weeks aro or date. Not required if contract release order requisition, will default to contract values.</li></ul>
	3. Press RETURN/ENTER.
	NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

## 1.2 Change Requisition Header Table

**Overview** The AGPS user is provided the capability to change the requisition header table record in AGPS. This is accomplished by the use of the RQS4 screen.

**Inputs**

- Required changes to requisition title
- Required changes to fiscal year
- Required changes to agency requisition number
- Required changes to status code
- Required changes to document type
- Required changes to purchasing agency
- Required changes to requisitioning agency
- Required changes to class/sub-class
- Required changes to bill-to contact/phone
- Required changes to ship-to agency/sub-agency
- Required changes to bill-to agency/sub-agency
- Required changes to delivery days aro or weeks aro or date
- Required changes to ship-to contact/phone
- Required changes to set-aside code
- Required changes to whim approval indicator

**Outputs**

- Updated RQSN Table record

### Completing The Procedure

Cross-Reference

Steps

1. Determine the requisition change requirement(s).

# REQUISITION PROCESSING

# PROCEDURES

## 1.2 Change Requisition Header Table

Cross-Reference	Steps
INST 4: BTAB	<p><b>Document Type</b> must be valid entry in BTAB Table DR (Document Type - Requisition).</p> <p><b>Set-Aside Code</b> must be valid entry in BTAB Table SA (Set-Aside Type).</p>
AGCY 4: AGCY	<p><b>Purchasing Agency</b> must be key to a valid and active record in the AGCY Table.</p> <p><b>Requisitioning Agency</b> must be key to a valid and active record in the AGCY Table.</p> <p><b>Ship-To Agency</b> must be key to a valid and active record in the AGCY Table or AGRP Table or BREG Table.</p> <p><b>Bill-To Agency</b> must be key to a valid and active record in the AGCY Table.</p>
AGCY 4: AADR	<p><b>Ship-To Sub-Agency</b>, combined with ship-to agency, must be key to a valid and active record in the AADR Table. If ship-to agency is group (GRPxxx) or region (Rxxx), sub-agency must be blank.</p> <p><b>Bill-To Sub-Agency</b>, combined with bill-to agency, must be key to a valid and active record in the AADR Table.</p>
COMM 4: COM2	<p><b>Class/Sub-Class</b> must be key to a valid and active commodity class/sub-class record in the COMM Table.</p>
INST 4: BAAT	<p>User must have access and maintenance for the requisitioning/purchasing agency to process a record in RQS4.</p>
RQSN 4: RQS4	<ol style="list-style-type: none"><li>2. Change RQSN Table data in AGPS.<ol style="list-style-type: none"><li>a. If the user is not in the RQS4 screen, type <b>RQS4</b> in the Function Line and press RETURN/ENTER.</li><li>b. Type <b>INQUIRE</b> in the Function Line.</li><li>c. Using the TAB key, move to Requisition Number field and type desired requisition number.</li><li>d. Press RETURN/ENTER. Requested requisition number record should be displayed.</li></ol></li><li>3. Type <b>CHANGE</b> in the Function Line.</li></ol>

## REQUISITION PROCESSING

## PROCEDURES

### 1.2 Change Requisition Header Table

#### Cross-Reference

#### Steps

- a. Using the TAB key, move to Fiscal Year field and type desired budget fiscal year.
- b. Using the TAB key, move to Title Line 1 field and type desired requisition title. If line 1 is not enough, TAB to line 2 and complete title.
- c. Using the TAB key, move to Status Code field and type desired status code. See Section 15, Status Codes and Document Types for additional information.

If ...	Then ...
Ready for further processing	Type status code = <b>105</b>
Pre-Encumbrance before approval	Type status code = <b>135</b>
Print Requisition	Type status code = <b>140</b>
Building any required requisitioning agency approvals without pre-encumbrance	Type status code = <b>145</b>
Processing requisition to purchasing	Type status code = <b>150</b>
Canceling requisition	Type status code = <b>196-199</b>

- d. Using the TAB key, move to Document Type field and type desired document type. If requisition lines are present, document type cannot be changed. See Section 15, Status Codes and Document Types for additional information.
- e. Using the TAB key, move to Acct Rqd field and type desired indicator.

If ...	Then ...
The requisition is required to be encumbered in the accounting system	Type Acct Rqd = Y
The requisition is <u>not</u> required to be encumbered in the accounting system	Type Acct Rqd = N

## **REQUISITION PROCESSING**

## **PROCEDURES**

### **1.2 Change Requisition Header Table**

<u>Cross-Reference</u>	<u>Steps</u>
	<p>f. Using the TAB key, move to Purchasing Agency field and type desired purchasing agency. If status code is greater than 105, the purchasing agency can not be changed.</p> <p>g. Using the TAB key, move to Requisitioning Agency field and type desired requisitioning agency. Requisition status must be equal to or less than 105.</p> <p>h. Using the TAB key, move to Bill-To Contact field and type desired name of bill-to contact.</p> <p>i. Using the TAB key, move to Bill-To Contact Phone field and type desired phone number of bill-to contact.</p> <p>j. Using the TAB key, move to Class/Sub-Class field and type desired commodity class/sub-class.</p> <p>k. Using the TAB key, move to Ship-To Agency field and type desired ship-to agency number.</p> <p>l. Using the TAB key, move to Ship-To Sub-Agency field and type desired ship-to sub-agency number.</p> <p>m. Using the TAB key, move to Bill-To Agency field and type desired bill-to agency number. Not required if contract initiation document type.</p> <p>n. Using the TAB key, move to Bill-To Sub-Agency field and type desired bill-to sub-agency number. Not required if contract initiation document type.</p> <p>o. Using the TAB key, move to Delivery Days ARO or Weeks ARO or Date field and type desired delivery days aro or weeks aro or date.</p> <p>p. Using the TAB key, move to Ship-To Contact field and type desired ship-to contact.</p>

## REQUISITION PROCESSING

## PROCEDURES

### 1.2 Change Requisition Header Table

#### Cross-Reference

#### Steps

- q. Using the TAB key, move to Ship-To Phone field and type desired ship-to phone.
- r. Using the TAB key, move to Set-Aside Code field and type desired set-aside code, if applicable, and if no Commodity Agency Set-Aside (CASA) record exist for the commodity class/subclass.
- s. Using the TAB key, move to Whim field and type desired whim approval indicator.

If ...	Then ...
Whim approval is for requisitioning agency	Type whim indicator = <b>R</b>
Whim approval is for purchasing agency	Type whim indicator = <b>P</b>

- 4. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

## **1.3 Delete Requisition Header Table**

### **Overview**

This chapter has been intentionally omitted since requisitions are established at 105 and can no longer be deleted.

### 1.4 Inquire Requisition Header Table

**Overview** The AGPS user is provided the capability to inquire requisition header table record(s) in AGPS. This is accomplished by the use of the RQS4 screen.

**Inputs** • Required requisition number

**Outputs** • Display of the requested RQSN Table record

### Completing The Procedure

<u>Cross-Reference</u>	<u>Steps</u>
	1. Determine the requisition(s) to be inquired.
INST 4: BAAT	User must have access to requisitioning/purchasing agency record to be allowed inquiry of that agency's record(s) RQS4.
	2. Inquire RQSN Table data in AGPS.
RQSN 4: RQS4	<p>a. If the user is not in the RQS4 screen, type <b>RQS4</b> in the Function Line and press RETURN/ENTER.</p> <p>b. Type <b>INQUIRE</b> in the Function Line.</p> <p>c. Using the TAB key, move to Requisition Number field and type desired requisition number.</p>
	3. Press RETURN/ENTER.
	NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested RQSN Table record.

## 1.5 Add/Change Requisition Recommended Vendors/Geo Bid Codes

**Overview** The AGPS user is provided the capability to add and maintain recommended vendors and geographic bid codes for a requisition document in AGPS for purpose of issuing solicitations. This is accomplished by the use of the RQS5 screen.

**Inputs**

- Required requisition number
- Required geographic bid code(s)
- Required vendor number(s)

**Outputs**

- Updated RQSN Table record

### Completing The Procedure

#### Cross-Reference

#### Steps

- |              |   |
|--------------|---|
| INST 4: BAAT | 1. Determine recommended vendor requirements and geographic bid codes and the requisition(s) to be changed.                                 |
| VEND 4: VEND | User must have access and maintenance authority for requisitioning/ purchasing agency to be allowed update of that agency's record(s) RQS5. |
| INST 4: BTAB | <b>Recommended Vendor</b> must be a valid and active record in the VEND Table.  |
| RQSN 4: RQS5 | <b>Geo Bid Code</b> must be valid in BTAB GC (Geo Bid Code).  |
|              | 2. Add/Change Recommended Vendor Data and Geo Bid Code requirements in RQSN Table record in AGPS.   |
|              | a. If the user is not in the RQS5 screen, type <b>RQS5</b> in the Function Line and press RETURN/ENTER.                                     |
|              | b. Type <b>INQUIRE</b> in the Function Line.  |
|              | c. Using the TAB key, move to Requisition Number field and type desired requisition number.   |
|              | d. Press RETURN/ENTER. Requested requisition number record should be displayed.   |
|              | 3. Type <b>CHANGE</b> in the Function Line.   |

## **REQUISITION PROCESSING**

## **PROCEDURES**

### **1.5 Add/Change Requisition Recommended Vendors/Geo Bid Codes**

#### Cross-Reference

#### Steps

- a. Using the TAB key, move to the Geo Bid Code field and type desired geographic bid region(s) where delivery of the requisition is to be made.
- b. Using the TAB key, move to Recommended Vendor 1 field and type desired vendor code. Repeat this step for add/change of recommended vendor 2 & 3 field(s).

4. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

## 1.6 Add Requisition Notes Table

### Overview

The AGPS user has the capability to add requisition note text records for a requisition header in AGPS. This text record may be used for processing information/ instructions relating to a specific requisition between the requisitioning agency and the purchasing agency such as a reason for return. Requisition status must be greater than 100. This is accomplished by the use of the RNTE screen.

### Inputs

- Required requisition number
- Required text

### Outputs

- Updated RNTE Table

### Completing The Procedure

#### Cross-Reference

#### Steps

RQSN 4: RNTE

1. Determine the requisition for which notes will be added and the text to be entered into requisition notes.
2. Add RNTE record into AGPS.
  - a. If you are not in the RNTE screen, type **RNTE** in the Function Line and press RETURN/ENTER.
  - b. Type **G (GET)** in the Function Line.
  - c. Using the TAB key move to Requisition Number field and type desired requisition number.
3. Press RETURN/ENTER. The text screen should be formatted with null (.) lines. If text is present, the text should be formatted to the screen.
 

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested text record.

  - a. Type **C (CHANGE)** in the Function Line.

Cross-ReferenceSteps

- b. Using the TAB key move to the first text or null (.) line. Type the desired text. Text lines are seventy characters in length. A null (.) line cannot exist between text lines, (.) must be spaced out.

4. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'ALL LINES CHANGED'.

## 1.7 Change Requisition Notes Table

**Overview** The AGPS user is provided the capability to maintain requisition notes text for a valid requisition header record. This is accomplished by the use of the RNTE screen.

**Inputs**

- Required requisition number
- Required change to text

**Outputs**

- Updated RNTE Table

### Completing The Procedure

#### Cross-Reference

#### Steps

- |              |  |
|--------------|--|
| RQSN 4: RNTE | <ol style="list-style-type: none"> <li>1. Determine the requisition number for which the user will change notes text and the required change to text.</li> <li>2. Change RNTE record in AGPS.               <ol style="list-style-type: none"> <li>a. If you are not in the RNTE screen, type <b>RNTE</b> in the Function Line and press RETURN/ENTER.</li> <li>b. Type <b>G (GET)</b> in the Function Line.</li> <li>c. Using the TAB key move to Requisition Number field and type desired requisition number.</li> <li>d. Using the TAB key move to Text Action field and type desired text action. See Section 15, Miscellaneous Processing, General Text Processing, Chapter 2 for additional information.</li> </ol> </li> <li>3. Press RETURN/ENTER. The text screen should be formatted with null (.) lines. If text is present, the text should be formatted to the screen.</li> </ol> <p>NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested text record.</p> <ol style="list-style-type: none"> <li>a. Type <b>C (CHANGE)</b> in the Function Line.</li> </ol> |
|--------------|--|

Cross-ReferenceSteps

- b. Using the TAB key move to the desired text or null (.) line. Type the desired text. Text lines are seventy characters in length. A null (.) line cannot exist between text lines, (.) must be spaced out.

4. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'ALL LINES CHANGED'.

## 1.8 Delete/Insert Requisition Notes Table

**Overview** The AGPS user is provided the capability to delete or insert lines of text for a valid requisition notes record. This is accomplished by the use of the RNTE screen.

**Inputs**

- Required requisition number
- Required change to text

**Outputs**

- Update RNTE Table

### Completing The Procedure

#### Cross-Reference

#### Steps

1. Determine the requisition number for which the user will delete/insert notes text and the required change to text.
2. Delete/Insert text lines in RNTE records.
  - a. If you are not in the RNTE screen, type **RNTE** in the Function Line and press RETURN/ENTER.
  - b. Type **G (GET)** in the Function Line.
  - c. Using the TAB key move to Requisition Number field and type desired requisition number.
  - d. Using the TAB key move to Text Action field and type desired text action. See Section 15, Miscellaneous Processing, General Text Processing, Chapter 2 for additional information.
3. Press RETURN/ENTER. The text screen should be formatted with requested lines of text.
 

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested test record.

  - a. Type **C (CHANGE)** in the Function Line.
  - b. Using the TAB key, move to the Text Action field and type **X (to delete)**, OR **I (to insert)**.

### Cross-Reference

### Steps

- c. Using the TAB key, move to the Line Number field and enter the text line(s) to be deleted (as a single line, i.e., 1, 2, etc., or a line range 1-4, or ALL (all lines)) **or**, if inserting text, insert the text line number after which text is to be inserted.

4. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'PREVIOUS UPDATE SUCCESSFUL'.

**X** will result in the deletion of the text line numbers specified in the Line Number field. If the action was **X**, the text screen will return with all lines that were not deleted. If the action was "X ALL", skip to step 4.c. Before using the "X ALL" function, please be sure you do not need the text.

**I** indicates that the user desires to insert line(s) of text after the line of text identified in the Line Number field. If the action was **I**, the text screen will return with the line identified in the line number field followed by blank (null (.)) lines ready for text to be entered. Remember, the line number is the position of the line on the screen, and will be one or more of the numbers 1 through 9.

- a. If inserting text, type **C (CHANGE)** in the function line.
- b. Using the TAB key, move to the first null (.) line and type desired text. A null (.) line cannot exist between text lines, (.) must be spaced out. Skip to step 5.
- c. If overwriting existing text, with "CHANGE" still in the Function Line, tab to the Line Number field and enter "UPLD". The UPLD process is required for text screens that pull a text description from a text data base (i.e. commodity data base CSPC or text data base TXLN). When using screens that access these text data bases (i.e. RMOD - OMOD - OCMD - KMOD - STXL) and the user needs to delete ALL text lines and completely overwrite the existing description from a text data base, the UPLD (upload) process must be followed. Using the TAB key, move to the first null (.) line and type desired text.

5. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'PREVIOUS UPDATE SUCCESSFUL'.

### 1.9 Inquire Requisition Notes Table

**Overview** The AGPS user is provided the capability to inquire text for a requisition notes record. This is accomplished by the use of the RNTE screen.

- Inputs**
- Required requisition number
  - Required text action
- Outputs**
- Display of requested RNTE Table text

### Completing The Procedure

<u>Cross-Reference</u>	<u>Steps</u>
	<ol style="list-style-type: none"> <li>1. Determine the requisition number for which the user will inquire text.</li> <li>2. Inquire RNTE record text. <ol style="list-style-type: none"> <li>a. If you are not in the RNTE screen, type <b>RNTE</b> in the Function Line and press RETURN/ENTER.</li> <li>b. Type <b>G (GET)</b> in the Function Line.</li> <li>c. Using the TAB key move to Requisition Number field and type desired requisition number.</li> <li>d. Using the TAB key move to Text Action field and type desired text action. See Section 15, Miscellaneous Processing, General Text Processing, Chapter 2 for additional information.</li> </ol> </li> <li>3. Press RETURN/ENTER.</li> </ol>
RQSN 4: RNTE	<p>NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, the text line record should be displayed.</p>

## **1.10 Attach Requisition Specifications**

### **Overview**

The AGPS user is provided the capability to attach additional specifications to a requisition and have the option to print the text on the awarded documents. AGPS provides the capability to attach text from the Text database to a requisition, modify the text for the requisition if necessary, create new text for a requisition, determine the sequence the text will print on the resulting solicitation, and if required, print the text on the award documents. Any modifications made do not update the Text database. The user is also provided the capability to copy requisition text from another requisition.

Text is attached to the requisition by using the reference number from the Text database. This six position field is key to the Text database and contains a number in the first position to designate a general specification. All text attached to the requisition will print on the solicitation. All text that has a "Y" in the print field will print on the award documents. This is accomplished with RTXT and RTXL.

### **Inputs**

- Required requisition number
- Required print indicator (N/Y)
- Required text references
- Required changes to text reference text lines

### **Outputs**

- Updated RTXT/RTXL Table

### **Completing The Procedure**

#### Cross-Reference

#### Steps

1. Determine requisition specification text requirements and any possible changes to that text.

General specifications are used to describe the product or service at the sub-class or item level. Remember, any text references on COM2 in the commodity database will automatically print and should not be duplicated in RTXT. Also, commodity agency text (text referenced on CATX) should not be duplicated in RTXT. Item descriptions are carried in the commodity database as well.

Before attaching any text to the requisition, it would be reasonable to select all text references, determine the sequence the text is to be printed, if it is to print on the award documents, and then attach them to the requisition.

## REQUISITION PROCESSING

## PROCEDURES

### 1.10 Attach Requisition Specifications

Cross-Reference	Steps
RQSN 4: RTXT	<b>Requisition Number</b> must be key to a valid and active record in the RQSN Table.
TEST 4: TEXT	<b>Text Reference</b> can be key to a valid and active text record in the TEXT Table, or it can be a new text reference number assigned by the user for this requisition only.
	2. Attach text to a requisition in AGPS.
RQSN 4: RTXT	<ol style="list-style-type: none"><li>a. If the user is not in the RTXT screen, type <b>RTXT</b> in the Function Line and press RETURN/ENTER.</li><li>b. Type <b>CLEAR</b> in the Function Line and press RETURN/ENTER. Data entry fields of the screen should be blanked and <b>ADD</b> inserted in the Function Line.</li><li>c. Using the TAB key, move to Requisition Number field and type desired requisition number.</li><li>d. Using the TAB key, move to the print field and type N/Y. Will default to "N" if left blank.</li><li>e. Using the TAB key, move to Text From field and type desired text reference number to identify the text record to be printed.</li><li>f. Using the TAB key, move to Text To field and type desired text reference number to identify the ending text record to be printed. This would be used only if the text references are in a range, and the entire range is to be printed.</li></ol>
	3. Press RETURN/ENTER.
	NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.
	4. Delete attached text references for a requisition in AGPS. The text reference numbers serve as keys therefore they cannot be changed. If the user wishes to change them, they must be deleted and added as another key. The only change allowed on this screen is the print indicator, N/Y.

## REQUISITION PROCESSING

## PROCEDURES

### 1.10 Attach Requisition Specifications

Cross-Reference	Steps
RQSN 4: RTXT	<ol style="list-style-type: none"><li>a. If the user is not in the RTXT screen, type <b>RTXT</b> in the Function Line and press RETURN/ENTER.</li><li>b. Type <b>INQUIRE</b> in the Function Line.</li><li>c. Using the TAB key, move to Requisition Number field and type desired requisition number.</li><li>d. Using the TAB key, move to Text From field and type desired text reference number. May be left blank on inquire. If blank on inquire, record will return with first text reference in the database for that requisition.</li><li>e. Press RETURN/ENTER. Requested record should be displayed.</li></ol> <ol style="list-style-type: none"><li>5. Type DELETE in the Function Line. If all text references are to be deleted, proceed to step 6.<ol style="list-style-type: none"><li>a. Using the TAB key, move to the From Text reference field that is not to be deleted and space out the text reference. If text reference is present on delete, record will be deleted.</li></ol></li><li>6. Press RETURN/ENTER.<p>NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.</p></li><li>7. Inquire attached text references for a requisition in AGPS.</li></ol>
RQSN 4: RTXT	<ol style="list-style-type: none"><li>a. If the user is not in the RTXT screen, type <b>RTXT</b> in the Function Line and press RETURN/ENTER.</li><li>b. Type <b>INQUIRE</b> in the Function Line.</li><li>c. Using the TAB key, move to Requisition Number field and type desired requisition number.</li><li>d. Using the TAB key, move to Text From field and type desired text reference number. May be left blank on inquire. If blank on inquire, record will return with first text reference in the database for that requisition.</li></ol>

## REQUISITION PROCESSING

## PROCEDURES

### 1.10 Attach Requisition Specifications

#### Cross-Reference

#### Steps

8. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

9. Modify/change attached text reference's text for a requisition in AGPS. General specifications may be modified for a particular requisition without affecting the master record in the Text database. If a permanent change to the text is warranted, see Section 5, Text Database Maintenance for instructions on updating text in the Text database.

#### RQSN 4: RTXL

- a. If the user is not in the RTXL screen, type **RTXL** in the Function Line and press RETURN/ENTER.
  - b. Type **G (GET)** in the Function Line.
  - c. Using TAB key, move to Requisition Number field and type desired requisition number.
  - d. Using TAB key, move to From Text Ref field and type desired requisition text reference number.
  - e. Using TAB key, move to To Text Ref field and delete any existing text reference number. This field must be blank.
  - f. Using TAB key, move to Copy Text (Y/N) field and type **Y** if requisition text is to be copied from another requisition.
  - g. Using TAB key, move to From Req # field and enter the requisition number that the text is to be copied from.
  - h. Using TAB key, move to Text Ref field and type desired text reference number from the requisition that the text is to be copied from.
  - i. Using TAB key, move to Text Action field and type desired text action. See Section 15, Miscellaneous Processing, General Text Processing, Chapter 2 for additional information.
10. Press RETURN/ENTER. The text screen should be formatted with null (.) lines. If text is present, the text should be formatted to the screen.

Cross-ReferenceSteps

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display text for requested requisition number and text reference number.

- a. Type **C (CHANGE)** in the Function Line.
- b. Using TAB key, move to the first text or null (.) line. Type the desired text. Text lines are seventy characters in length. A null (.) line cannot exist between text lines, (.) must be spaced out.

NOTE: The first text line should reference the commodity number or requisition line for which the specification applies if it does not apply to the entire requisition.

11. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'ALL LINES CHANGED'.

12. Delete/Insert attached text reference's text lines for a requisition in AGPS.

**RQSN 4: RTXL**

- a. If the user is not in the RTXL screen, type **RTXL** in the Function Line and press RETURN/ENTER.
- b. Type **G (GET)** in the Function Line.
- c. Using TAB key, move to Requisition Number field and type desired requisition number.
- d. Using TAB key, move to From Text Ref field and type desired requisition text reference number.
- e. Using TAB key, move to To Text Ref field and delete any existing text reference number. This field must be blank.
- f. Using TAB key, move to Text Action field and type desired text action. See Section 15, Miscellaneous Processing, General Text Processing, Chapter 2 for additional information.

Cross-ReferenceSteps

13. Press RETURN/ENTER. The text screen should be formatted with null (.) lines. If text is present, the text should be formatted to the screen.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display text for requested requisition number and text reference number.

- a. Type **C (CHANGE)** in the Function Line.
- b. Using the TAB key, move to the Text Action field and type **X (to delete)**, **OR I (to insert)**.
- c. Using the TAB key, move to the Line Number field and enter the text line(s) to be deleted (as a single line, i.e., 1, 2, etc., or a line range 1-4, or ALL (all lines)) **or**, if inserting text, insert the text line number after which text is to be inserted.

14. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'PREVIOUS UPDATE SUCCESSFUL'.

**X** will result in the deletion of the text line numbers specified in the Line Number field. If the action was **X**, the text screen will return with all lines that were not deleted. If the action was "X ALL", skip to step 4.c. Before using the "X ALL" function, please be sure you do not need the text.

**I** indicates that the user desires to insert line(s) of text after the line of text identified in the Line Number field. If the action was **I**, the text screen will return with the line identified in the line number field followed by blank (null (.) lines ready for text to be entered. Remember, the line number is the position of the line on the screen, and will be one or more of the numbers 1 through 9.

- a. If inserting text, type **C (CHANGE)** in the function line.
- b. Using the TAB key, move to the first null (.) line and type desired text. A null (.) line cannot exist between text lines, (.) must be spaced out. Skip to step 5.

## REQUISITION PROCESSING

## PROCEDURES

### 1.10 Attach Requisition Specifications

#### Cross-Reference

#### Steps

- c. If overwriting existing text, with "CHANGE" still in the Function Line, tab to the Line Number field and enter "UPLD". The UPLD process is required for text screens that pull a text description from a text data base (i.e. commodity data base CSPC or text data base TXLN). When using screens that access these text data bases (i.e. RMOD - OMOD - OCMD - KMOD - STXL) and the user needs to delete ALL text lines and completely overwrite the existing description from a text data base, the UPLD (upload) process must be followed. Using the TAB key, move to the first null (.) line and type desired text.

15. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'PREVIOUS UPDATE SUCCESSFUL'.

## 2 ADD/CHANGE REQUISITION LINE RECORDS

### 2.1 Add Requisition Line Table

#### Overview

The AGPS user is provided the capability to add the requisition line table record for an existing requisition header in AGPS. This document will contain all required requisitioning commodity data for processing. This is accomplished by the use of the RLI2 screen for single lines or RLIM for multiple lines with a single transaction. Requisition status must be 105.

#### Inputs

- Required requisition number
- Required requisition line number
- Required commodity number
- Required quantity - from
- Required unit of measure
- Required estimated unit price

#### Outputs

- Updated RLIN Table

#### Completing The Procedure

##### Cross-Reference

##### Steps

1. Determine requisition line requirement(s).

RQSN 4: RQS4

**Requisition Number** must be key to a valid and active requisition record in RQSN Table.

COMM 4: COM2

**Commodity Number** must be key to a valid and active commodity record in COMM Table. Must be sub-class or item level for purchase.

INST 4: BAAT

User must have access and maintenance for the requisitioning/purchasing agency to process a record in RLI2.

INST 4: BTAB

**Unit of Measure** must be a valid entry in BTAB Table UM (Unit of Measure).

## REQUISITION PROCESSING

## PROCEDURES

### 2.1 Add Requisition Line Table

#### Cross-Reference

#### Steps

COMM 4: CUOM

**Unit of Measure** should be a valid entry in CUOM Table for specified commodity number. If not, one add a CUOM record will be added by the program.

2. Add RLIN Table data into AGPS.

RQSN 4: RLI2

- a. If the user is not in the RLI2 screen, type **RLI2** in the Function Line and press RETURN/ENTER.
- b. Type **CLEAR** in the Function Line and press RETURN/ENTER. Screen data entry fields should be blanked and **ADD** inserted in the Function Line.
- c. Using the TAB key, move to Requisition Number field and type desired requisition number.
- d. Using the TAB key, move to Line Number field and type desired line number.
- e. Using the TAB key, move to Commodity Number field and type desired commodity number.

If ...	Then ...
Requisition doc type is CIU	Commodity must be flagged as a state use item
Requisition doc type is CID	Commodity must be flagged as a distribution center item
Requisition doc type is CIP	Commodity must be flagged as a prison enterprise item

- f. Using the TAB key, move to Quantity-From field and type desired from order quantity.
- g. Using the TAB key, move to Quantity-To field and type desired to order quantity. Optional entry. This is used to express quantity ranges for price breaks on contract initiation requisitions.
- h. Using the TAB key, move to No Cost Item? field and type desired no cost indicator. Defaults to **N** on Add. Allowed entries are **Y** or **N**.

## REQUISITION PROCESSING

## PROCEDURES

### 2.1 Add Requisition Line Table

Cross-Reference	Steps
	<ul style="list-style-type: none"><li>i. Using the TAB key, move to Unit of Measure field and type desired unit of measure.</li><li>j. Using the TAB key, move to Est Unit Price field and type desired estimated unit price for that commodity. Must be 0.00000 if No Cost is Y.</li></ul>
	<p>3. Press RETURN/ENTER.</p> <p>NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.</p>
	<p>4. Add multiple RLIN Table record data into AGPS.</p> <p>NOTE: This screen cannot be used for adding requisition lines for requisition document type REL. This screen can only be used for adding item level commodities (last six digits greater than 000000).</p>
RQSN 4: RLIM	<ul style="list-style-type: none"><li>a. If the user is not in the RLIM screen, type <b>RLIM</b> in the Function Line and press RETURN/ENTER.</li><li>b. Type <b>CLEAR</b> in the Function Line and press RETURN/ENTER. Screen data entry fields should be blanked and <b>ADD</b> inserted in the Function Line.</li><li>c. Using the TAB key, move to Requisition Number field and type desired requisition number.</li><li>d. Using the TAB key, move to Line Number field and type desired line number.</li><li>e. Using the TAB key, move to Commodity Item Number (last six positions of commodity number) field and type desired commodity item number.</li></ul>

## REQUISITION PROCESSING

## PROCEDURES

### 2.1 Add Requisition Line Table

Cross-Reference

Steps

If ...	Then ...
Requisition doc type is CIU	Commodity must be flagged as a state use item
Requisition doc type is CID	Commodity must be flagged as a distribution center item
Requisition doc type is CIP	Commodity must be flagged as a prison enterprise item

- f. Using the TAB key, move to From Qty field and type desired from order quantity.
  - g. Using the TAB key, move to Qty field and type desired to order quantity. Optional entry. This is used to express quantity ranges for price breaks on contract initiation requisitions.
  - h. Using the TAB key, move to U/M field and type desired unit of measure.
  - i. Using the TAB key, move to Est U/P field and type desired estimated unit price for that commodity.
  - j. Using the TAB key, move to Del Agy field and type desired delivery agency if different from the requisition header.
  - k. Using the TAB key, move to Sub Agy field and type desired delivery sub-agency if different from the requisition header.
5. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

## **2.2 Change Requisition Line Table**

### **Overview**

The AGPS user is provided the capability to change the requisition line table record for an existing requisition header in AGPS. This is accomplished by the use of the RLI2/RLI3 screen for single lines or RLIM for multiple lines with a single transaction. Requisition status must be less than 135 except as stated below.

### **Inputs**

- Required requisition number
- Required requisition line number
- Required change to status
- Required change to commodity number
- Required change to quantity - from
- Required change to quantity - to
- Required change to no cost indicator
- Required change to unit of measure
- Required change to estimated unit price
- Required change to delivery agency/sub-agency
- Required change to save rmod indicator
- Required change to copy line
- Required change to sample required
- Required change to grouping indicator
- Required change to descriptive literature required

### **Outputs**

- Updated RLIN Table

### **Completing The Procedure**

# REQUISITION PROCESSING

## PROCEDURES

### 2.2 Change Requisition Line Table

Cross-Reference	Steps
	1. Determine requisition line change requirement(s).
RQSN 4: RQS4	<b>Requisition Number</b> must be key to a valid and active requisition record in RQSN Table.
COMM 4: COM2	<b>Commodity Number</b> must be key to a valid and active commodity record in COMM Table. Must be sub-class or item level for purchase.
INST 4: BAAT	User must have access and maintenance for the requisitioning/purchasing agency to process a record in RLI2.
INST 4: BTAB	<b>Unit of Measure</b> must be a valid entry in BTAB Table UM (Unit of Measure). <b>Status Code</b> must be a valid entry in BTAB Table SR (Status Code - Requisition).
COMM 4: CUOM	<b>Unit of Measure</b> should be a valid entry in CUOM Table for specified commodity number. If not, on add a CUOM record will be added by the program.
AGCY 4: AGCY	<b>Ship-To Agency</b> must be key to a valid and active record in the AGCY Table or AGRP Table or BREG Table.
AGCY 4: AADR	<b>Ship-To Sub-Agency</b> , combined with ship-to agency, must be key to a valid and active record in the AADR Table. If ship-to agency is group (GRPxxx) or region (Rxxx), sub-agency must be blank.
	2. Change RLIN Table data in AGPS.
RQSN 4: RLI2	a. If the user is not in the RLI2 screen, type <b>RLI2</b> in the Function Line and press RETURN/ENTER. b. Type <b>INQUIRE</b> in the Function Line. c. Using the TAB key, move to Requisition Number field and type desired requisition number. d. Using the TAB key, move to Line Number field and type desired line number. e. Press RETURN/ENTER. Requested requisition commodity line record should be displayed.

## REQUISITION PROCESSING

## PROCEDURES

### 2.2 Change Requisition Line Table

#### Cross-Reference

#### Steps

3. Type **CHANGE** in the Function Line.
  - a. Using the TAB key, move to Status Code field and type desired status code.

<b>F</b>	<b>H</b>
Canceling commodity line	Type status = <b>196-199</b>
Preparing line for multiple awards after bid opening	Type status = <b>243</b>  Note: Requisition status may be greater than 105

- b. Using the TAB key, move to Commodity Number field and type desired commodity number.
- c. Using the TAB key, move to Quantity-From field and type desired from order quantity. Requisition status must be equal to 105.
- d. Using the TAB key, move to Quantity-To field and type desired to order quantity. Optional entry. This is used to express quantity ranges for price breaks on contract initiation requisitions.
- e. Using the TAB key, move to No Cost Item? field and type desired no cost indicator. Allowed entries are **Y** or **N**.
- f. Using the TAB key, move to Unit of Measure field and type desired unit of measure. Requisition status must be equal to 105.
- g. Using the TAB key, move to Est Unit Price field and type desired estimated unit price for that commodity. Requisition status must be equal to 105.
- h. Using the TAB key, move to Delivery Agency field and type desired delivery agency.
- i. Using the TAB key, move to Delivery Sub-Agency field and type desired delivery sub-agency.
- j. Using the TAB key, move to Save RMOD field and type desired indicator. Allowed entries are **Y** or **N**.

## REQUISITION PROCESSING

## PROCEDURES

### 2.2 Change Requisition Line Table

Cross-Reference	Steps
	<ul style="list-style-type: none"><li>k. Using TAB key, move to Days ARO field and type desired days after receipt of order. If release order, days will default from contract. Should agree with delivery term text. Must be blank if Weeks ARO is greater than spaces.</li><li>l. Using TAB key, move to Weeks ARO field and type desired weeks after receipt of order. If release order, weeks will default from contract. Should agree with delivery terms text. Must be blank if Days ARO is greater than spaces.</li><li>m Using the TAB key, move to Copy Line field and type desired indicator. Allowed entries are <b>Y</b> or <b>N</b>. If this requisition is copied, this indicator determines if this line will be copied.</li></ul>
	<p>4. Press RETURN/ENTER.</p> <p>NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.</p>
RQSN 4:RLI3	<p>5. Determine if changes need to be made to Samples Req'd, Group Ind and Desc Literature Req'd.</p> <ul style="list-style-type: none"><li>a. If the user is not in the RLI3 screen, type RLI3 in the Function Line and press RETURN/ENTER.</li><li>b. Type INQUIRE in the Function Line.</li><li>c. Using the TAB key, move to the Requisition Number field and type desired requisition number.</li><li>d. Using the TAB key, move to the Line Number field and type desired line number.</li><li>e. Press RETURN/ENTER. Requested requisition commodity line record should be displayed.</li><li>f. Using the TAB key, move to Sample Req'd field and type desired indicator. Allowed entries are <b>Y</b> or <b>N</b>.</li><li>g. Using the TAB key, move to Grouping Ind field and type desired grouping indicator.</li></ul>

## REQUISITION PROCESSING

## PROCEDURES

### 2.2 Change Requisition Line Table

Cross-Reference	Steps
RQSN 4: RLIM	<ul style="list-style-type: none"><li>h. Using the TAB key, move to DESC Literature Reqd field and type desired indicator. Allowed entries are <b>Y</b> or <b>N</b>.</li></ul>
	6. Press RETURN/ENTER.
	NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.
	7. Change multiple RLIN Table record data in AGPS.
	<ul style="list-style-type: none"><li>a. If the user is not in the RLIM screen, type <b>RLIM</b> in the Function Line and press RETURN/ENTER.</li></ul>
	<ul style="list-style-type: none"><li>b. Type <b>INQUIRE</b> in the Function Line.</li></ul>
	<ul style="list-style-type: none"><li>c. Using the TAB key, move to Requisition Number field and type desired requisition number.</li></ul>
	<ul style="list-style-type: none"><li>d. Using the TAB key, move to Line Number field and type desired line number.</li></ul>
	<ul style="list-style-type: none"><li>e. Press RETURN/ENTER. Requested requisition commodity line records should be displayed beginning with the first line identified.</li></ul>
	8. Type <b>CHANGE</b> in the Function Line.
	<ul style="list-style-type: none"><li>a. Using the TAB key, move to Commodity Item Number field and type desired commodity item number.</li></ul>
	<ul style="list-style-type: none"><li>b. Using the TAB key, move to From Qty field and type desired from order quantity. Requisition status must be equal to 105.</li></ul>
	<ul style="list-style-type: none"><li>c. Using the TAB key, move to Qty field and type desired to order quantity.</li></ul>
	<ul style="list-style-type: none"><li>d. Using the TAB key, move to U/M field and type desired unit of measure. Requisition status must be equal to 105.</li></ul>
	<ul style="list-style-type: none"><li>e. Using the TAB key, move to Est U/P field and type desired estimated unit price for that commodity. Requisition status must be equal to 105.</li></ul>
	<ul style="list-style-type: none"><li>f. Using the TAB key, move to Stat field and type desired status code.</li></ul>

## REQUISITION PROCESSING

## PROCEDURES

### 2.2 Change Requisition Line Table

Cross-Reference

Steps

If ...	Then ...
Canceling commodity line	Type status = <b>196-199</b>
Preparing line for multiple awards	Type status = <b>243</b>  Note: Requisition status may be greater than 105

- g. Using the TAB key, move to Del Agy field and type desired delivery agency.
  - h. Using the TAB key, move to Sub Agy field and type desired delivery sub-agency.
9. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

## 2.3 Inquire Requisition Line Table

**Overview** The AGPS user is provided the capability to inquire the requisition line table record for an existing requisition header in AGPS. This is accomplished by the use of the RLI2 screen for single lines or RLIM for multiple lines with a single screen.

**Inputs**

- Required requisition number
- Required requisition line number

**Outputs**

- Display of requested RLIN Table record

### Completing The Procedure

Cross-Reference	Steps
	1. Determine requisition line(s) to be inquired.
INST 4: BAAT	User must have access for the requisitioning/purchasing agency to inquire a record in RLI2.
	2. Inquire single RLIN Table data in AGPS.
RQSN 4: RLI2	<p>a. If the user is not in the RLI2 screen, type <b>RLI2</b> in the Function Line and press RETURN/ENTER.</p> <p>b. Type <b>INQUIRE</b> in the Function Line.</p> <p>c. Using the TAB key, move to Requisition Number field and type desired requisition number.</p> <p>d. Using the TAB key, move to Line Number field and type desired line number.</p>
	3. Press RETURN/ENTER.
	NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested requisition line record.
	4. Inquire multiple RLIN Table records data in AGPS.

## REQUISITION PROCESSING

## PROCEDURES

### 2.3 Inquire Requisition Line Table

<u>Cross-Reference</u>	<u>Steps</u>
RQSN 4: RLIM	<ol style="list-style-type: none"><li>a. If the user is not in the RLIM screen, type <b>RLIM</b> in the Function Line and press RETURN/ENTER.</li><li>b. Type <b>INQUIRE</b> in the Function Line.</li><li>c. Using the TAB key, move to Requisition Number field and type desired requisition number.</li><li>d. Using the TAB key, move to Line Number field and type desired line number.</li></ol> <ol style="list-style-type: none"><li>5. Press RETURN/ENTER.</li></ol> <p>NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested requisition line records beginning with the first requisition line identified.</p>

## 2.4 Add Requisition Line Text

### Overview

The AGPS user has the capability to add requisition line "note" text records for a requisition line in AGPS. This text record may be used for processing information/instructions, etc., relating to a specific requisition line between the requisitioning agency and the purchasing agency. This is accomplished by the use of the RLTX screen. Information on this screen will not print on the solicitation or order. See 1.10 Attach Requisition Specifications for adding requisition text that will print.

### Inputs

- Required requisition number
- Required requisition line number
- Required text

### Outputs

- Updated RLTX Table

### Completing The Procedure

#### Cross-Reference

#### Steps

- |              |   |
|--------------|---|
| RQSN 4: RLTX | <ol style="list-style-type: none"><li>1. Determine the requisition line for which "note" text will be added and the text to be entered into requisition line text.</li><li>2. Add RLTX record into AGPS.<ol style="list-style-type: none"><li>a. If you are not in the RLTX screen, type <b>RLTX</b> in the Function Line and press RETURN/ENTER.</li><li>b. Type <b>G (GET)</b> in the Function Line.</li><li>c. Using the TAB key move to Requisition Number field and type desired requisition number.</li><li>d. Using the TAB key move to Requisition Line field and type desired requisition line number.</li></ol></li><li>3. Press RETURN/ENTER. The text screen should be formatted with null (.) lines. If text is present, the text should be formatted to the screen.</li></ol> |
|--------------|---|

Cross-ReferenceSteps

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested text record.

- a. Type **C (CHANGE)** in the Function Line.
- b. Using the TAB key move to the first text or null (.) line. Type the desired text. Text lines are forty characters in length. A null (.) line cannot exist between text lines, (.) must be spaced out.

4. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'ALL LINES CHANGED'.

## 2.5 Change Requisition Line Text

**Overview** The AGPS user is provided the capability to maintain requisition line "note" text for a valid requisition line record. This is accomplished by the use of the RLTX screen.

- Inputs**
- Required requisition number
  - Required requisition line number
  - Required change to text

- Outputs**
- Updated RLTX Table

### Completing The Procedure

#### Cross-Reference

#### Steps

#### RQSN 4: RLTX

1. Determine the requisition line number for which the user will change line "note" text and the required change to text.
2. Change RLTX record in AGPS.
  - a. If you are not in the RLTX screen, type **RLTX** in the Function Line and press RETURN/ENTER.
  - b. Type **G (GET)** in the Function Line.
  - c. Using the TAB key move to Requisition Number field and type desired requisition number.
  - d. Using the TAB key move to Requisition Line field and type desired requisition line number.
  - e. Using the TAB key move to Text Action field and type desired text action. See Section 15, Miscellaneous Processing, General Text Processing, Chapter 2 for additional information.
3. Press RETURN/ENTER. The text screen should be formatted with null (.) lines. If text is present, the text should be formatted to the screen.

Cross-ReferenceSteps

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested text record.

- a. Type **C (CHANGE)** in the Function Line.
- b. Using the TAB key move to the desired text or null (.) line. Type the desired text. Text lines are forty characters in length. A null (.) line cannot exist between text lines, (.) must be spaced out.

4. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'ALL LINES CHANGED'.

## 2.6 Delete/Insert Requisition Line Text

**Overview** The AGPS user is provided the capability to delete or insert lines of text for a valid requisition line "note" text record. This is accomplished by the use of the RLTX screen.

**Inputs**

- Required requisition number
- Required requisition line number
- Required change to text

**Outputs**

- Update RLTX Table

### Completing The Procedure

#### Cross-Reference

#### Steps

1. Determine the requisition line number for which the user will delete/insert line "note" text and the required change to text.
2. Delete/Insert text lines in RLTX records.
  - a. If you are not in the RLTX screen, type **RLTX** in the Function Line and press RETURN/ENTER.
  - b. Type **G (GET)** in the Function Line.
  - c. Using the TAB key move to Requisition Number field and type desired requisition number.
  - d. Using the TAB key move to Requisition Line field and type desired requisition line number.
  - e. Using the TAB key move to Text Action field and type desired text action. See Section 15, Miscellaneous Processing, General Text Processing, Chapter 2 for additional information.
3. Press RETURN/ENTER. The text screen should be formatted with requested lines of text.
 

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested test record.

  - a. Type **C (CHANGE)** in the Function Line.
  - b. Using the TAB key, move to the Text Action field and type **X (to delete)**, OR **I (to insert)**.

Cross-ReferenceSteps

- c. Using the TAB key, move to the Line Number field and enter the text line(s) to be deleted (as a single line, i.e., 1, 2, etc., or a line range 1-4, or ALL (all lines)) **or**, if inserting text, insert the text line number after which text is to be inserted.
4. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'PREVIOUS UPDATE SUCCESSFUL'.

**X** will result in the deletion of the text line numbers specified in the Line Number field. If the action was **X**, the text screen will return with all lines that were not deleted. If the action was "**X ALL**", skip to step 4.c. Before using the "**X ALL**" function, please be sure you do not need the text.

**I** indicates that the user desires to insert line(s) of text after the line of text identified in the Line Number field. If the action was **I**, the text screen will return with the line identified in the line number field followed by blank (null (.)) lines ready for text to be entered. Remember, the line number is the position of the line on the screen, and will be one or more of the numbers 1 through 9.

  - a. If inserting text, type **C (CHANGE)** in the function line.
  - b. Using the TAB key, move to the first null (.) line and type desired text. A null (.) line cannot exist between text lines, (.) must be spaced out. Skip to step 5.
  - c. If overwriting existing text, with "**CHANGE**" still in the Function Line, tab to the Line Number field and enter "**UPLD**". The UPLD process is required for text screens that pull a text description from a text data base (i.e. commodity data base CSPC or text data base TXLN). When using screens that access these text data bases (i.e. RMOD - OMOD - OCMD - KMOD - STXL) and the user needs to delete ALL text lines and completely overwrite the existing description from a text data base, the UPLD (upload) process must be followed. Using the TAB key, move to the first null (.) line and type desired text.
5. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'PREVIOUS UPDATE SUCCESSFUL'.

## 2.7 Inquire Requisition Line Text

**Overview** The AGPS user is provided the capability to inquire text for requisition line "note" text record. This is accomplished by the use of the RLTX screen.

**Inputs**

- Required requisition number
- Required requisition line number
- Required text action

**Outputs**

- Display of requested RLTX Table text

### Completing The Procedure

Cross-Reference

Steps

- |              |    |  |
|--------------|----|--|
|              | 1. | Determine the requisition line number for which the user will inquire "note" text.   |
|              | 2. | Inquire RLTX record text.  |
| RQSN 4: RLTX | a. | If you are not in the RLTX screen, type <b>RLTX</b> in the Function Line and press RETURN/ENTER.   |
|              | b. | Type <b>G (GET)</b> in the Function Line.  |
|              | c. | Using the TAB key move to Requisition Number field and type desired requisition number.  |
|              | d. | Using the TAB key move to Requisition Line field and type desired requisition line number.   |
|              | e. | Using the TAB key move to Text Action field and type desired text action. See Section 15, Miscellaneous Processing, General Text Processing, Chapter 2 for additional information. |
|              | 3. | Press RETURN/ENTER.  |

**NOTE:** If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, the text line record should be displayed.

## 2.8 Add Requisition Line Commodity Changes

### Overview

The AGPS user has the capability to add requisition line commodity changes text records for a requisition line in AGPS. This text record is used for changing the existing commodity description obtained from KMOD (if present for a contract commodity) or CSPC. This text is then used for processing that requisition line for solicitation and/or award. This is accomplished by the use of the RMOD screen. If the requisition line requires lengthy specification text, see 1.10 Attach Requisition Specifications.

### Inputs

- Required requisition number
- Required requisition line number
- Required commodity text change

### Outputs

- Updated RMOD Table

### Completing The Procedure

#### Cross-Reference

#### Steps

- |              |  |
|--------------|--|
| RQSN 4: RMOD | <ol style="list-style-type: none"> <li>1. Determine the requisition line for which commodity changes text will be added and the text to be entered.</li> <li>2. Add RMOD record into AGPS.</li> <li>a. If you are not in the RMOD screen, type <b>RMOD</b> in the Function Line and press RETURN/ENTER.</li> <li>b. Type <b>G (GET)</b> in the Function Line.</li> <li>c. Using the TAB key move to Requisition Number field and type desired requisition number.</li> <li>d. Using the TAB key move to Requisition Line field and type desired requisition line number.</li> <li>3. Press RETURN/ENTER. The text screen should be formatted with null (.) lines. If text is present, the text should be formatted to the screen.</li> </ol> |
|--------------|--|

Cross-ReferenceSteps

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested text record.

- a. Type **C (CHANGE)** in the Function Line.
  - b. Using the TAB key move to the first text or null (.) line text type field. Type the desired text type. See Section 15, Miscellaneous Processing, General Text Processing, Chapter 2 for additional information.
  - c. Using the TAB key move to the first text or null (.) line. Type the desired text. Text lines are forty characters in length. A null (.) line cannot exist between text lines, (.) must be spaced out.
4. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'ALL LINES CHANGED'.

## 2.9 Change Requisition Line Commodity Changes

**Overview** The AGPS user is provided the capability to maintain requisition line commodity changes text for a valid requisition line record. This is accomplished by the use of the RMOD screen.

**Inputs**

- Required requisition number
- Required requisition line number
- Required change to commodity change text

**Outputs**

- Updated RMOD Table

### Completing The Procedure

Cross-Reference	Steps
	<ol style="list-style-type: none"> <li>1. Determine the requisition line number for which the user will change commodity text and the required change to text.</li> <li>2. Change RMOD record in AGPS.</li> </ol>
RQSN 4: RMOD	<ol style="list-style-type: none"> <li>a. If you are not in the RMOD screen, type <b>RMOD</b> in the Function Line and press RETURN/ENTER.</li> <li>b. Type <b>G (GET)</b> in the Function Line.</li> <li>c. Using the TAB key move to Requisition Number field and type desired requisition number.</li> <li>d. Using the TAB key move to Requisition Line field and type desired requisition line number.</li> <li>e. Using the TAB key move to Text Action field and type desired text action. See Section 15, Miscellaneous Processing, General Text Processing, Chapter 2 for additional information.</li> <li>3. Press RETURN/ENTER. The text screen should be formatted with null (.) lines. If text is present, the text should be formatted to the screen.</li> </ol>

Cross-ReferenceSteps

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested text record.

- a. Type **C (CHANGE)** in the Function Line.
  - b. Using the TAB key move to the desired text line text type field. Type the desired text type. See Section 15, Miscellaneous Processing, General Text Processing, Chapter 2 for additional information.
  - c. Using the TAB key move to the desired text or null (.) line. Type the desired text. Text lines are forty characters in length. A null (.) line cannot exist between text lines, (.) must be spaced out.
4. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'ALL LINES CHANGED'.

### 2.10 Delete/Insert Requisition Line Commodity Changes

**Overview** The AGPS user is provided the capability to delete or insert lines of text for a valid requisition line commodity changes text record. This is accomplished by the use of the RMOD screen.

**Inputs**

- Required requisition number
- Required requisition line number
- Required change to commodity changes text

**Outputs**

- Update RMOD Table

#### Completing The Procedure

#### Cross-Reference

#### Steps

- |              |   |
|--------------|---|
| RQSN 4: RMOD | <ol style="list-style-type: none"> <li>1. Determine the requisition line number for which the user will delete/insert commodity text and the required change to text.</li> <li>2. Delete/Insert text lines in RMOD records.</li> <li>a. If you are not in the RMOD screen, type <b>RMOD</b> in the Function Line and press RETURN/ENTER.</li> <li>b. Type <b>G (GET)</b> in the Function Line.</li> <li>c. Using the TAB key move to Requisition Number field and type desired requisition number.</li> <li>d. Using the TAB key move to Requisition Line field and type desired requisition line number.</li> <li>e. Using the TAB key move to Text Action field and type desired text action. See Section 15, Miscellaneous Processing, General Text Processing, Chapter 2 for additional information.</li> <li>3. Press RETURN/ENTER. The text screen should be formatted with requested lines of text.</li> </ol> |
|--------------|---|

Cross-ReferenceSteps

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested test record.

- a. Type **C (CHANGE)** in the Function Line.
- b. Using the TAB key, move to the Text Action field and type **X (to delete)**, OR **I (to insert)**.
- c. Using the TAB key, move to the Line Number field and enter the text line(s) to be deleted (as a single line, i.e., 1, 2, etc., or a line range 1-4, or ALL (all lines)) or, if inserting text, insert the text line number after which text is to be inserted.

4. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'PREVIOUS UPDATE SUCCESSFUL'.

**X** will result in the deletion of the text line numbers specified in the Line Number field. If the action was **X**, the text screen will return with all lines that were not deleted. If the action was "X ALL", skip to step 4.c. Before using the "X ALL" function, please be sure you do not need the text.

**I** indicates that the user desires to insert line(s) of text after the line of text identified in the Line Number field. If the action was **I**, the text screen will return with the line identified in the line number field followed by blank (null (.)) lines ready for text to be entered. Remember, the line number is the position of the line on the screen, and will be one or more of the numbers 1 through 9.

- a. If inserting text, type **C (CHANGE)** in the function line.
- b. Using the TAB key, move to the first null (.) line and type desired text. A null (.) line cannot exist between text lines, (.) must be spaced out. Skip to step 5.
- c. If overwriting existing text, with "CHANGE" still in the Function Line, tab to the Line Number field and enter "UPLD". The UPLD process is required for text screens that pull a text description from a text data base (i.e. commodity data base CSPC or text data base TXLN). When using

Cross-ReferenceSteps

screens that access these text data bases (i.e. RMOD - OMOD - OCMD - KMOD - STXL) and the user needs to delete ALL text lines and completely overwrite the existing description from a text data base, the UPLD (upload) process must be followed. Using the TAB key, move to the first null (.) line and type desired text.

5. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'PREVIOUS UPDATE SUCCESSFUL'.

## 2.11 Inquire Requisition Line Commodity Changes

**Overview** The AGPS user is provided the capability to inquire text for a requisition line commodity changes record. This is accomplished by the use of the RMOD screen.

**Inputs**

- Required requisition number
- Required requisition line number
- Required text action

**Outputs**

- Display of requested RMOD Table text

### Completing The Procedure

#### Cross-Reference

#### Steps

- |              |   |
|--------------|---|
| RQSN 4: RMOD | <ol style="list-style-type: none"> <li>1. Determine the requisition line number for which the user will inquire commodity changes text.</li> <li>2. Inquire RMOD record text.</li> <li>a. If you are not in the RMOD screen, type <b>RMOD</b> in the Function Line and press RETURN/ENTER.</li> <li>b. Type <b>G (GET)</b> in the Function Line.</li> <li>c. Using the TAB key move to Requisition Number field and type desired requisition number.</li> <li>d. Using the TAB key move to Requisition Line field and type desired requisition line number.</li> <li>e. Using the TAB key move to Text Action field and type desired text action. See Section 15, Miscellaneous Processing, General Text Processing, Chapter 2 for additional information.</li> <li>3. Press RETURN/ENTER.</li> </ol> |
|--------------|---|

**NOTE:** If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, the specification changes text record should be displayed.

## 2.12 Change Requisition Line Movable Property Indicator

**Overview** The AGPS user is provided the capability to change the requisition line movable property indicator for an existing requisition line in AGPS. This is accomplished by the use of the RLI3 screen. Requisition status must be less than 135.

**Inputs**

- Required requisition number
- Required requisition line number
- Required change to movable property flag

**Outputs**

- Updated RLIN Table

### Completing The Procedure

#### Cross-Reference

#### Steps

1. Determine requisition line change requirement(s).
 

RQSN 4: RQS4 **Requisition Number** must be key to a valid and active requisition record in RQSN Table.

INST 4: BAAT User must have Movable Property Override Authority for the requisitioning/purchasing agency to process a change to the movable property flag on RLI3.
2. Change RLIN Table data in AGPS.
 

RQSN 4: RLI3

  - a. If the user is not in the RLI3 screen, type **RLI3** in the Function Line and press RETURN/ENTER.
  - b. Type **INQUIRE** in the Function Line.
  - c. Using the TAB key, move to Requisition Number field and type desired requisition number.
  - d. Using the TAB key, move to Line Number field and type desired line number.
  - e. Press RETURN/ENTER. Requested requisition line record should be displayed.

Cross-ReferenceSteps

3. Type **CHANGE** in the Function Line.
  - a. Using the TAB key, move to Movable Prop. Flag field and type desired change. Allowable entries are **Y** or **N**.
4. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

### 2.13 Inquire Requisition Line Movable Property Indicator

**Overview** The AGPS user is provided the capability to inquire the requisition line movable property indicator and number of movable property records in progress for an existing requisition line in AGPS. This is accomplished by the use of the RLI3 screen.

**Inputs**

- Required requisition number
- Required requisition line number

**Outputs**

- Display of requested RLIN Table record

#### Completing The Procedure

Cross-Reference	Steps
	1. Determine requisition line(s) to be inquired.
INST 4: BAAT	User must have access for the requisitioning/purchasing agency to inquire a record in RLI3.
	2. Inquire RLIN Table data in AGPS.
RQSN 4: RLI3	<p>a. If the user is not in the RLI3 screen, type <b>RLI3</b> in the Function Line and press RETURN/ENTER.</p> <p>b. Type <b>INQUIRE</b> in the Function Line.</p> <p>c. Using the TAB key, move to Requisition Number field and type desired requisition number.</p> <p>d. Using the TAB key, move to Line Number field and type desired line number.</p>
	3. Press RETURN/ENTER.
	NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested requisition line record.

### 3 ADD/CHANGE REQUISITION ACCOUNTING DISTRIBUTION RECORDS

#### 3.1 Add Requisition Accounting Distribution Table

##### Overview

The AGPS user is provided the capability to add the requisition accounting distribution table record for identifying funding for an existing requisition header in AGPS. This document will contain all required funding data for processing. This is accomplished by the use of the RACG screen. If accounting distribution records were set up on AACG, they will be defaulted into RACG on an add. Requisition document type can not be CIx (Contract Initiation). Requisition status must be less than 106.

##### Inputs

- Required requisition number
- Required requisition accounting line number
- Required accounting method (from/to or proportional)
- Required accounting distribution (fund code(s))

##### Outputs

- Updated RACG Table

##### Completing The Procedure

##### Cross-Reference

##### Steps

1. Determine requisition's accounting distribution requirement(s).

RQSN 4: RQS4

**Requisition Number** must be key to a valid and active requisition record in RQSN Table.

INST 4: BTAB

**Action Code** must be a valid entry in BTAB AC (Action Code).

AGCY 4: AGCY

**Paying Agency** must be key to a valid and active record in the AGCY Table. User must be authorized in accounting to specify another agency as the paying agency.

INTF 4: OWLK

**Accounting distribution object codes** must be a valid entry in the OWLK Table if the paying agency reports to Central Accounting.

INTF 4: XWLK

**Accounting distribution codes** must be a valid entry in the XWLK Table if the paying agency reports to Central Accounting.

## REQUISITION PROCESSING

## PROCEDURES

### 3.1 Add Requisition Accounting Distribution Table

Cross-Reference	Steps
RQSN 4: RACG	2. Add RACG Table data into AGPS.
	a. If the user is not in the RACG screen, type <b>RACG</b> in the Function Line and press RETURN/ENTER.
	b. Type <b>CLEAR</b> in the Function Line and press RETURN/ENTER. Screen data entry fields should be blanked and <b>ADD</b> inserted in the Function Line.
	c. Using the TAB key, move to Requisition Number field and type desired requisition number.
	d. Using the TAB key, move to Account Dist Number field and type desired requisition accounting distribution line number.
	e. Using the TAB key, move to Action Code field and type <b>C</b> .
	f. Using the TAB key, move to Amount field and type desired amount. If From/To Line are greater than spaces, this field must be blank.
	g. Using the TAB key, move to From Line field and type desired requisition line number. If Amount field is greater than spaces, this field must be blank. Entry must be less than To Line. If record is not first active record, entry cannot equal or be in range of lines of any other active record.
	h. Using the TAB key, move to Line field and type desired requisition line number. If Amount field is greater than spaces, this field must be blank. Entry must be greater than From Line. If record is not first active record, entry cannot equal or be in range of lines of any other active record.
	i. Press RETURN/ENTER. Accounting distribution labels will be displayed. If accounting distribution records were set up on AACG, they will be defaulted into RACG on an add.
	j. Using the TAB key, move to labeled Accounting Distribution Data Entry field and type desired accounting distribution code. If label is not present for data entry field, entry is not required and should not be permitted (field should be protected from entry).
	3. Press RETURN/ENTER.

## **REQUISITION PROCESSING**

## **PROCEDURES**

### **3.1 Add Requisition Accounting Distribution Table**

Cross-Reference

Steps

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

## 3.2 Change Requisition Accounting Distribution Table

**Overview** The AGPS user is provided the capability to change requisition accounting distribution table record for correcting funding for an existing requisition header in AGPS. This is accomplished by the use of the RACG screen. Requisition status must be less than 195.

**Inputs**

- Required requisition number
- Required requisition accounting line number
- Required change to paying agency
- Required change to accounting method (from/to or proportional)
- Required change to accounting distribution (fund code(s))

**Outputs**

- Updated RACG Table

### Completing The Procedure

#### Cross-Reference

#### Steps

1. Determine change(s) to a requisition's accounting distribution requirement(s).

RQSN 4: RACG

**Requisition Number** must be key to a valid and active requisition accounting distribution record in RACG Table.

**Account Dist Number**, combined with the requisition number, must be key to a valid and active requisition accounting distribution record in RACG Table.

INST 4: BTAB

**Action Code** must be a valid entry in BTAB AC (Action Code).

AGCY 4: AGCY

**Paying Agency** must be key to a valid and active record in the AGCY Table. User must be authorized in accounting to specify another agency as the paying agency.

INTF 4: OWLK

**Accounting distribution object codes** must be a valid entry in the OWLK Table if the paying agency reports to Central Accounting.

INTF 4: XWLK

**Accounting distribution codes** must be a valid entry in the XWLK Table if the paying agency reports to Central Accounting.

2. Change RACG Table data in AGPS.

## REQUISITION PROCESSING

## PROCEDURES

### 3.2 Change Requisition Accounting Distribution Table

#### Cross-Reference

#### Steps

RQSN 4: RACG

- a. If the user is not in the RACG screen, type **RACG** in the Function Line and press RETURN/ENTER.
  - b. Type **INQUIRE** in the Function Line.
  - c. Using the TAB key, move to Requisition Number field and type desired requisition number.
  - d. Using the TAB key, move to Account Dist Number field and type desired requisition accounting distribution line number.
  - e. Press RETURN/ENTER. Requested requisition accounting distribution line record should be displayed.
3. Type **CHANGE** in the Function Line.
- a. Using the TAB key, move to Paying Agency field and type desired paying agency.
  - b. Using the TAB key, move to Status Code field and type desired status code.

If ...	Then ...
Activating record to be processed to accounting	Type status code = <b>1</b>
Inactivating a record and current status is 0, 1, or 4	Type status code = <b>5</b>
Activating record to be processed to accounting and current status is 4	Type status code = <b>1</b>
Activating record to be processed to accounting for cancellation and current status is 7	Type status code = <b>6</b>

- c. Using the TAB key, move to Amount field and type desired amount. If From/To Line are greater than spaces, this field must be blank. **If more than one accounting line record exists for a requisition, the user cannot change the accounting method used unless other lines are inactivated (SC = 5).**
- d. Using the TAB key, move to From Line field and type desired requisition

### Cross-Reference

### Steps

line number. If Amount field is greater than spaces, this field must be blank. Entry must be less than To Line. **If record is not first active record, entry cannot equal or be in range of lines of any other active record. If more than one accounting line record exists for a requisition, the user cannot change the accounting method used unless other lines are inactivated (SC = 5).**

- e. Using the TAB key, move to Line field and type desired requisition line number. If Amount field is greater than spaces, this field must be blank. Entry must be greater than From Line. **If record is not first active record, entry cannot equal or be in range of lines of any other active record.** If more than one accounting line record exists for a requisition, the user cannot change the accounting method used unless other lines are inactivated (SC = 5).
- f. Using the TAB key, move to labeled Accounting Distribution Data Entry field and type desired accounting distribution code. If label is not present for data entry field, entry is not required and should not be permitted (field should be protected from entry).

4. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

### 3.3 Delete Requisition Accounting Distribution Table

**Overview** The AGPS user is provided the capability to delete requisition accounting distribution table record that was incorrectly added for an existing requisition header in AGPS. This is accomplished by the use of the RACG screen. Requisition accounting distribution status must be 0.

**Inputs**

- Required requisition number
- Required requisition accounting line number

**Outputs**

- Updated RACG Table

#### Completing The Procedure

#### Cross-Reference

#### Steps

1. Determine requisition's accounting distribution to be deleted.
 

RQSN 4: RACG **Requisition Number** must be key to a valid and active requisition accounting distribution record in RACG Table.

**Account Dist Number**, combined with the requisition number, must be key to a valid and active requisition accounting distribution record in RACG Table.
2. Delete RACG Table data in AGPS.
 

RQSN 4: RACG

  - a. If the user is not in the RACG screen, type **RACG** in the Function Line and press RETURN/ENTER.
  - b. Type **INQUIRE** in the Function Line.
  - c. Using the TAB key, move to Requisition Number field and type desired requisition number.
  - d. Using the TAB key, move to Account Dist Number field and type desired requisition accounting distribution line number.
  - e. Press RETURN/ENTER. Requested requisition accounting distribution line record should be displayed.
3. Type **DELETE** in the Function Line.

Cross-ReferenceSteps

4. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

### 3.4 Inquire Requisition Accounting Distribution Table

**Overview** The AGPS user is provided the capability to inquire requisition accounting distribution table record(s) for an existing requisition header in AGPS. This is accomplished by the use of the RACG screen.

**Inputs**

- Required requisition number
- Required requisition accounting line number

**Outputs**

- Display of requested RACG Table record

#### Completing The Procedure

Cross-Reference	Steps
	1. Determine requisition's accounting distribution to be inquired.
RQSN 4: RACG	<p><b>Requisition Number</b> must be key to a valid and active requisition accounting distribution record in RACG Table.</p> <p><b>Account Dist Number</b>, combined with the requisition number, must be key to a valid and active requisition accounting distribution record in RACG Table.</p>
	2. Inquire RACG Table data in AGPS.
RQSN 4: RACG	<p>a. If the user is not in the RACG screen, type <b>RACG</b> in the Function Line and press RETURN/ENTER.</p> <p>b. Type <b>INQUIRE</b> in the Function Line.</p> <p>c. Using the TAB key, move to Requisition Number field and type desired requisition number.</p> <p>d. Using the TAB key, move to Account Dist Number field and type desired requisition accounting distribution line number.</p>
	3. Press RETURN/ENTER.
	NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested RACG Table record.

## **4 ADD/CHANGE REQUISITION APPROVAL RECORDS**

### **4.1 Requisition Approval Processing**

#### **Overview**

The AGPS user is provided the capability to add/change and/or approve requisition approval records. The system is designed to automatically create all required requisition approvals when an add and/or change is processed for the requisition header and/or requisition line record(s). The user also has the capability to manually add any additional approvals deemed necessary for processing of the requisition document. This is accomplished by the use of the RQS4, RQS2, RLI2 and PAPV screens.

#### **Inputs**

- Required requisition number
- Required processing screen
- Required conditions to invoke an approval
- Required input data for a manual approval

#### **Outputs**

- Updated PHLD/PAPV Table

#### **Completing The Procedure**

##### Cross-Reference

##### Steps

1. Perform normal requisition processing.
2. Add/Change Requisition Header Table record approvals.
  - a. Add RQS4, using procedures of 1.1 Add Requisition Header Table above, requisition header requisitioning/purchasing agency and/or whim indicator.
  - b. Change RQS4, using procedures of 1.2 Change Requisition Header Table above, requisition header requisitioning/purchasing agency and/or whim indicator.
3. Add/Change Requisition Line Table record approvals.
  - a. Add, using procedures of 2.1 Add Requisition Line Table above, requisition line quantity from/unit of measure/est. unit price.

## REQUISITION PROCESSING

## PROCEDURES

### 4.1 Requisition Approval Processing

#### Cross-Reference

#### Steps

- b. Change, using procedures of 2.2 Change Requisition Line Table above, requisition line quantity from/unit of measure/unit price.
4. Change, using procedures of 1.2 Change Requisition Header Table above, requisition status to greater than 134.

If ...	Then ...
Pre-encumbering prior to approval processing	Type status code = <b>135</b>
Processing approvals prior to pre-encumbrance	Type status code = <b>145</b>

NOTE: On successful change of requisition header status greater than 134, all required requisition header/line approvals will be moved to the PAPV Table for processing. See Section 13, Electronic Approvals Processing.

5. Add/Change Purchasing Approvals.
  - a. Change RQS2, using procedures of 11.3 Maintaining Approvals below, whim indicator.
  - b. Change RQS2, using procedures of 11.3 Maintaining Approvals below, status to greater than 234.
6. Manually add requisition approval record(s). See Section 13, Electronic Approvals Processing, Chapter 2, 4 ADD/CHANGE MANUAL APPROVAL RECORDS.

## 5 PRE-ENCUMBER REQUISITIONS

### 5.1 Post Pre-Encumbrance

#### Overview

The AGPS user is provided the capability to post a requisition pre-encumbrance on-line. The system is designed to automatically create an accounting transaction for processing to accounting for edit and posting of a requisition pre-encumbrance on status code change of the requisition header record. This is accomplished by the use of the RQS4 screen.

#### Inputs

- Required requisition number
- Required status code change

#### Outputs

- Updated RQSN/RACG Table and Accounting System File(s)

#### Completing The Procedure

#### Cross-Reference

#### Steps

RQSN 4: RACG

1. Determine requisition to be pre-encumbered.
2. Prepare Pre-Encumbrance of requisition in AGPS.
  - a. If the user is not in the RACG screen, type **RACG** in the Function Line and press RETURN/ENTER.
  - b. Type **INQUIRE** in the Function Line.
  - c. Using the TAB key, move to Requisition Number field and type desired requisition number.
  - d. Using the TAB key, move to Account Dist Number field and type desired requisition accounting distribution line number.
  - e. Using the TAB key, move to Change Number field and type desired change number (required if change record).
  - f. Press RETURN/ENTER. Requested requisition accounting distribution line record should be displayed.
3. If the RACG status is 0 or 4, type **CHANGE** in the Function Line.

## REQUISITION PROCESSING

## PROCEDURES

### 5.1 Post Pre-Encumbrance

Cross-Reference	Steps
RQSN 4: RQS4	<ol style="list-style-type: none"><li>a. Using the TAB key, move to Status Code field and type <b>1</b>.</li><li>b. Using the TAB key, move to other required field and type any required/desired change(s).</li></ol>
	<ol style="list-style-type: none"><li>4. Press RETURN/ENTER.</li></ol>
	<p>NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.</p>
	<ol style="list-style-type: none"><li>5. Post requisition pre-encumbrance in AGPS/Accounting.</li></ol>
	<ol style="list-style-type: none"><li>a. If the user is not in the RQS4 screen, type <b>RQS4</b> in the Function Line and press RETURN/ENTER.</li></ol>
	<ol style="list-style-type: none"><li>b. Type <b>INQUIRE</b> in the Function Line.</li></ol>
	<ol style="list-style-type: none"><li>c. Using the TAB key, move to Requisition Number field and type desired requisition number.</li></ol>
	<ol style="list-style-type: none"><li>d. Press RETURN/ENTER. Requested requisition number record should be displayed.</li></ol>
	<ol style="list-style-type: none"><li>6. Type <b>CHANGE</b> in the Function Line.</li></ol>
	<ol style="list-style-type: none"><li>a. Using the TAB key, move to Status field and type <b>135</b> or <b>150</b>.</li></ol>
	<p style="margin-left: 40px;">135 - Pre-Encumber Prior To Approval(s) 150 - Approvals Complete (Final Approval)</p>
	<ol style="list-style-type: none"><li>7. Press RETURN/ENTER.</li></ol>
	<p>NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.</p>
	<p>Upon successful update of RQS4 status code to 136 or 200, an on-line program will create and pass to accounting an extract file for edit and updating of the accounting files and will change the RACG status code to 3.</p>

## 5.2 Adjusting Posted Pre-Encumbrance

### Overview

The AGPS user is provided the capability to adjust (increase/decrease) posted requisition pre-encumbrance on-line. Adjustment may be required due to add of additional requisition lines, cancellation of a requisition line, or adjustment of an existing requisition line extended amount. This is accomplished by the use of the RACG screen.

### Inputs

- Required requisition number
- Required account distribution number
- Required action code (I/R)

### Outputs

- Updated RACG Table

### Completing The Procedure

#### Cross-Reference

#### Steps

1. Determine requisition pre-encumbrance to be adjusted.
2. Adjust requisition pre-encumbrance in AGPS.
  - a. Following procedures of 1.2 Change Requisition Header Table, change the requisition status to 105.
  - b. Following procedures of 2.2 Change Requisition Line Table, change the appropriate fields (estimated unit price and/or quantity) for the requisition line requiring the change.
  - c. Following procedures of 3.1 Add Requisition Accounting Distribution Table above, add the RACG account distribution number for the record requiring a change.
  - d. Using the TAB key, move to Change Number field and enter desired change number.
  - e. Using the TAB key, move to Action Code field and type **I** or **R**.

## REQUISITION PROCESSING

## PROCEDURES

### 5.2 Adjusting Posted Pre-Encumbrance

Cross-Reference

Steps

If ...	Then ...
Increasing a pre-encumbrance	Type action code = <b>I</b>
Decreasing (reducing) a pre-encumbrance	Type action code = <b>R</b>

NOTE: Method of accounting and accounting distribution codes must match those of the base record (Change No. = 00).

f. Using the TAB key, move to Amount field and type desired amount of the increase or decrease.

3. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

4. Following the procedures of 3.2 Change Requisition Accounting Distribution Table, change the requisition accounting status code to 1.

5. Following the procedures of 5.1 Post Pre-Encumbrance, change the requisition status to 135 or 150.

### 5.3 Backout Posted Pre-Encumbrance

**Overview** The AGPS user is provided the capability to backout (cancel) posted requisition pre-encumbrance on-line. Backout may be required due to cancellation of requirement or total change in funding requirement(s). This is accomplished by the use of the RQS4 or RQS2 screens.

**Inputs** • Required requisition number

**Outputs** • Updated RQSN/RACG Table

#### Completing The Procedure

#### Cross-Reference

#### Steps

1. Determine requisition pre-encumbrance to be processed for backout of funds.
2. Backout of pre-encumbrance at purchasing level.
  - a. Using the procedures of 12 RETURNING REQUISITIONS FOR RE-WORK below, change requisition status to **220-225** using RQS2.
3. Backout of pre-encumbrance at requisitioning agency level.
  - a. Using the procedures of 1.2 Change Requisition Header Table above, change requisition status to **197** using RQS4.

NOTE: On successful change of requisition status, RACG with status of 0 or 1 will have status set to 5 and status of 3 set to 9 automatically by the system.

## 6 REQUISITION COPYING PROCESS

### 6.1 Copying a Requisition Document

**Overview** The AGPS user is provided the capability to copy a requisition header, lines, accounting distribution, and requisition text. This is accomplished by the use of the RCPY screen.

**Inputs**

- Required requisition number
- Required fiscal year

**Outputs**

- Updated RQSN/RLIN/RACG/RTXT Tables

### Completing The Procedure

#### Cross-Reference

#### Steps

1. Determine the requisition to be copied.
 

RQSN 4: RQS4      **Requisition Number** must be key to a valid and active requisition record in RQSN Table.

INST 4: BAAT      User must have access to requisitioning/purchasing agency record to be allowed inquiry of that agency's record(s) RQS4.
2. Inquire RQSN Table data in AGPS.
 

RQSN 4: RCPY      a. If the user is not in the RCPY screen, type **RCPY** in the Function Line and press RETURN/ENTER.

b. Type **INQUIRE** in the Function Line.

c. Using the TAB key, move to Requisition Number field and type desired requisition number.

d. Press RETURN/ENTER. Requested requisition number record should be displayed.
3. Type **CHANGE** in the Function Line.
 

a. Using the TAB key, move to FY field and type the desired fiscal year for which the new requisition will be funded.

Cross-ReferenceSteps

NOTE: If the fiscal year is changed, the requisition accounting distribution data on the new requisition will need to be verified that it is valid for the specified fiscal year.

- b. Using the TAB key, move to Status Code field and type status **115** to copy the displayed requisition.

- 4. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

If a warning condition exists, AGPS will display the appropriate warning messages at the bottom of the transaction screen. These messages apply to the new requisition. Corrective action may need to be taken.

After successfully copying a requisition, the new requisition number will be displayed in the Copied to Req Nbr field.

- 5. Using the procedures of 1.2 Change Requisition Header, process any required changes to the new requisition header table.
- 6. Using the procedures of 1.10 Attach Requisition Specifications, process any changes to requisition specification text.
- 7. Using the procedures of 2.2 Change Requisition Line Table, process any required changes to the requisition line(s).
- 8. Using the procedures of 3.2 Change Requisition Accounting Distribution Table, process any changes to the accounting distribution(s).

## 7 PROCESSING REL REQUISITIONS

### 7.1 Create Contract Release Order Requisition Document(s)

**Overview** The AGPS user is provided the capability to process requisitions that will result in a contract release order in AGPS. This is accomplished by the use of the RQS4/RLI2/RACG screens.

**Inputs**

- Required requisition header data
- Required requisition line data
- Required requisition accounting distribution data
- Required contract/contract line data

**Outputs**

- Updated RQSN/RACG/RLIN/PAPV Tables

#### Completing The Procedure

<u>Cross-Reference</u>	<u>Steps</u>
	1. Determine CRO requirement(s).
RQSN 4: RQS4	2. Using procedures of 1.1 Add Requisition Header Table above, add requisition header record. <ul style="list-style-type: none"> <li>a. Requisition document type must be <b>REL</b> (contract release) type.</li> </ul>
RQSN 4: RLI2	3. Using procedures of 2.1 Add Requisition Line Table above, add requisition line record(s) for requisition. <ul style="list-style-type: none"> <li>a. If specific contract and/or contract line is not known, these entries may be left blank on add and the system will 'shop' (select lowest cost) on existing contracts based on commodity number.</li> <li>b. If contract is a prime vendor contract (with distributors), the vendor number may be changed to an active vendor on the Contract Vendor Distribution List Table (KVDL).</li> </ul>
RQSN 4: RACG	4. Using procedures of 3.1 Add Requisition Accounting Distribution Table above, add requisition accounting distribution record(s) for requisition.

## **REQUISITION PROCESSING**

## **PROCEDURES**

### **7.1 Create Contract Release Order Requisition Document(s)**

<u>Cross-Reference</u>	<u>Steps</u>
	<ol style="list-style-type: none"><li>5. Using procedures of 4.1 Requisition Approval Processing above, process any required approvals for requisition.</li><li>6. Using procedures of 5.1 Post Pre-Encumbrance above, change requisition status to <b>135/150</b>.  After the requisition has been successfully pre-encumbered, the system will set the status at 275. A nightly job will create the order(s) and set the status of the requisition to 276.</li><li>7. Using procedures of Section 8, Inquire Order Database Records, use screen ORNO to inquire the order(s) by the requisition number.</li><li>8. Using procedures of Section 8, continue processing the order(s). (Encumber and print).</li></ol>

## 8 PROCESSING CONTRACT INITIATION REQUISITIONS

### 8.1 Create Contract Initiation Requisition Document(s)

**Overview** The AGPS user is provided the capability to process requisitions that will result in a contract award in AGPS. The process may be started by the requisitioning agency or State Purchasing. This is accomplished by the use of the RQS4/RLI2 screens.

**Inputs**

- Required requisition header data
- Required requisition line data

**Outputs**

- Updated RQSN/RLIN/PAPV Tables

#### Completing The Procedure

##### Cross-Reference

##### Steps

- |              |    |   |
|--------------|----|---|
|              | 1. | Determine contract initiation requirement(s).   |
| RQSN 4: RQS4 | 2. | Using procedures of 1.1 Add Requisition Header Table above, add requisition header record.<br><br>a. Requisition document type must be <b>CIx</b> (contract initiation) type. |
| RQSN 4: RLI2 | 3. | Using procedures of 2.1 Add Requisition Line Table above, add requisition line record(s) for requisition.   |
|              | 4. | Using procedures of 4.1 Requisition Approval Processing above, change requisition status to <b>145</b> and process any required approvals for requisition.                    |
|              | 5. | Using procedures of 9.1 How to Send Requisition Document(s) to Purchasing, change requisition status to <b>150</b> .  |

## 9 PROCESSING REQUISITIONS TO PURCHASING

### 9.1 How To Send Requisition Document(s) To Purchasing

**Overview** The AGPS user is provided the capability to process requisitions documents to purchasing by changing the requisition status to 150. This is accomplished by the use of the RQS4 screen.

**Inputs**

- Required requisition number
- Required requisition approvals approved/canceled

**Outputs**

- Updated RQSN/PAPV Table

#### Completing The Procedure

#### Cross-Reference

#### Steps

- |              |   |
|--------------|---|
| RQSN 4: RQS4 | <ol style="list-style-type: none"> <li>1. Determine requisition to process to purchasing.</li> <li>2. Using procedures of 1.2 Change Requisition Header Table above, change requisition header record status.               <ol style="list-style-type: none"> <li>a. Change requisition status to <b>145</b>. If approvals are built, status will return at 146. Approvals will require processing to next status code level. If no approvals are built, status will return at 149.</li> <li>b. Change requisition status to <b>150</b>. Requisition status must be at 149 prior to change.</li> </ol> <p style="text-align: center; margin: 10px 0;">OR</p> <li>c. Change requisition status to <b>135</b>. If no approvals are required, the requisition status will change to 200, otherwise it will change to 136.</li> </li></ol> |
|--------------|---|

**NOTE:** On successful change of requisition status, RACG status will be set to 3 and RQSN status to 200. If requisition was returned with status code 230, requisition status will return to status code 303 - Requisition attached to Solicitation.

## **10 RE-WORKING RETURNED REQUISITIONS**

### **10.1 Processing Returned Requisitions**

#### **Overview**

The AGPS user is provided the capability to process returned requisitions documents from purchasing. As the purchasing process proceeds, there are several circumstances under which the requisition must be returned to the departmental user for rework. When the requisition is returned, it may be returned for rework only or for rework and re-approval. That decision is made by the purchasing agency. Regardless of the case, the user should correct the situation and return the requisition to the purchasing agency. This is accomplished by the use of the RQS4/RLI2/RACG screens.

#### **Inputs**

- Required changes to requisition header document
- Required changes to requisition line document
- Required changes to requisition accounting distribution document
- Required requisition approvals approved/canceled

#### **Outputs**

- Updated RQSN/RLI2/RACG/PAPV Table

#### **Completing The Procedure**

##### Cross-Reference

##### Steps

1. Determine requisition to be re-worked. Status will be at 104, 160 - 166 OR 198.  
  
Status code 104 will require re-approval of requisition to process to purchasing.  
  
104 - Returned - Reapproval Required  
  
Status code 160-164 or 170 may require re-work of RQS4 and/or RLI2 and/or RACG (Adjustment) to process to purchasing.  
  
160 - Returned - At Agency Request  
161 - Returned - At Mgmt Request  
162 - Returned - Other  
163 - Returned - For Data Entry  
164 - Returned - Item On Contract  
170 - Returned - Funds Required

## REQUISITION PROCESSING

## PROCEDURES

### 10.1 Processing Returned Requisitions

Cross-Reference	Steps
	Status code of 198 will require re-funding and re-approval of requisition to process to purchasing.
	198 - Returned - Funds/Approv Req'd
	2. Determine reason for return of requisition.
RQSN 4: RSTA	a. Using procedures of 16.1 Inquire Requisition Table(s) Record below, determine requisitions at returned status.
RQSN 4: RNTE	b. Using procedures of 1.9 Inquire Requisition Notes Table above, inquire requisition notes to see if purchasing has entered text explaining reason for return of requisition.
RQSN 4: RLTX	c. Using procedures of 2.7 Inquire Requisition Line Text above, inquire requisition line text to see if purchasing has entered text explaining reason for return of requisition line.
	NOTE: If header notes or line text does not provide desired information, contact purchasing for specific information.
	3. Make changes to header/line/accounting distribution as required.
RQSN 4: RQS4	a. Using procedures of 1.2 Change Requisition Header Table, make required changes to requisition header record.
RQSN 4: RLI2	b. Using procedures of 1.2 Add Requisition Line Table or 2.2 Change Requisition Line Table above, make required updates/changes to requisition line table record(s). If requisition was return for additional funds while attached to a solicitation, the user may change the requisition line but cannot add a new one.
RQSN 4: RTXT	c. Using procedures of 1.10 Attach Requisition Specifications, make required update/changes to requisition specification text record(s).
RQSN 4: RACG	d. Using procedures of 3.2 Change Requisition Accounting Distribution Table and 5.2 Adjusting Posted Pre-Encumbrance above, make required update/changes to requisition accounting distribution table record(s).
	4. Process approvals as required. Using the procedures of 4.1 Requisition Approval Processing above, process all required approvals.

## **REQUISITION PROCESSING**

## **PROCEDURES**

### **10.1 Processing Returned Requisitions**

#### Cross-Reference

#### Steps

5. Process pre-encumbrance as required. Using the procedures of 5.1 Post Pre-Encumbrance above, process all required pre-encumbrance.
6. Return re-worked requisition to purchasing. Using the procedures of 9.1 How To Send Requisition Document(s) To Purchasing, process requisition back to purchasing.

## 11 PREPARING REQUISITIONS FOR SOLICITATION

### 11.1 Supervisor Review

#### Overview

The AGPS purchasing supervisor is provided the capability to review and process requisitions documents for buyer review, scheduling, etc., in purchasing. When the requisition arrives at purchasing, it will immediately appear on the RBST Screen with a buyer assigned based in the commodity class/subclass, or purchasing agency. The first step is to review the requisition. The supervisor should review the requisition and determine the appropriate purchasing technique. This is related to AGPS by setting the solicitation and award codes.

The supervisor can also re-assign the buyer.

#### Inputs

- Required requisition number
- Required changes to requisition header
- Required changes to requisition status code

#### Outputs

- Updated RQSN Table

#### Completing The Procedure

##### Cross-Reference

##### Steps

1. Determine requisition ready to be processed by purchasing. This is known as supervisor review.

AGCY 4: ABUY

**Buyer Code** must be key to a valid and active record in the ABUY Table.

INST 4: BTAB

**Award Code** must be a valid entry in BTAB Table OC (Award Code).

**Solicitation Code** must be a valid entry in BTAB Table PC (Solicitation Code).

**Nature of Purchase** must be a valid entry in BTAB Table NP (Nature of Purchase).

INST 4: BSTD

**Nature of Purchase** must be key to a valid record in BSTD Table.

**Document Type**, combined with nature of purchase, must be key to a valid record in BSTD Table.

## REQUISITION PROCESSING

## PROCEDURES

### 11.1 Supervisor Review

#### Cross-Reference

#### Steps

The supervisor should review all requisitions at status code 200. Using the RBST transaction, inquire the Requisition database and select the requisitions for the buyer at status code 200. To review the requisition, the supervisor should inquire the following transactions:

- |              |    |   |
|--------------|----|---|
| RQSN 4: RBST | a. | Using the procedures of 16.1 Inquire Requisition Table(s) Record, inquire requisitions for buyer and status code = 200.   |
| RQSN 4: RQS2 | b. | Using the procedures of 16.1 Inquire Requisition Table(s) Record, inquire requisition header using RQS2 for the requisition record identified in step 1.a. above. |
| RQSN 4: RLI2 | c. | Using the procedures of 2.3 Inquire Requisition Line Table, inquire the requisition line using RLI2.  |
| RQSN 4: RMOD | d. | Using the procedures of 2.11 Inquire Requisition Line Commodity Changes, inquire requisition commodity changes text using RMOD.                                   |
| RQSN 4: RLTX | e. | Using the procedures of 2.7 Inquire Requisition Line Text, inquire requisition line text using RLTX.  |
| RQSN 4: RACG | f. | Using the procedures of 3.4 Inquire Requisition Accounting Distribution Table, inquire the requisition accounting distribution record using RACG.                 |
| RQSN 4: RNTE | g. | Using the procedures of 1.9 Inquire Requisition Notes Table, inquire requisition notes table record using RNTE.   |

NOTE: Using the above procedures, the supervisor may review the requisition document(s) to determine completeness and accuracy.

2. Review the buyer assignment and re-assign if necessary.

- |              |    |  |
|--------------|----|--|
| RQSN 4: RQS2 | a. | If the user is not in the RQS2 screen, type <b>RQS2</b> in the Function Line and press RETURN/ENTER. |
|              | b. | Type <b>INQUIRE</b> in the Function Line.  |
|              | c. | Using the TAB key, move to Requisition Number field and type desired requisition number.             |
|              | d. | Press RETURN/ENTER. Requested requisition header record should be displayed.                         |
|              | 3. | Type <b>CHANGE</b> in the Function Line.   |

Cross-ReferenceSteps

- a. Using the TAB key, move to Status Code field and type **201**. This will identify requisition as being in supervisor review.
- b. Using the TAB key, move to Buyer Code field and type desired buyer code.

4. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

After reviewing the requisition and assigning the buyer, the supervisor should set the solicitation and award codes on the requisition if current ones are not acceptable or if the current ones are not valid for the document type. These may be modified later but this is to give the buyer, management's desires regarding processing the requisition.

5. Assign award code. Award codes are used to tell AGPS the type of award document to produce and to control certain system functions associated with the purchasing document.

NOTE: If the document type is an open market requisition (**OMR**), then the user should verify that the award code is correct. For instance, if the user wants to designate the order as a recurring order, the award code should be set for a recurring order.

RQSN 4: RQS2

- a. If the user is not in the RQS2 screen, type **RQS2** in the Function Line and press RETURN/ENTER.
- b. Type **INQUIRE** in the Function Line.
- c. Using the TAB key, move to Requisition Number field and type desired requisition number.
- d. Press RETURN/ENTER. Requested requisition header record should be displayed.

6. Type **CHANGE** in the Function Line.

- a. Using the TAB key, move to Award Code field and type desired award code.

Cross-ReferenceSteps

7. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

8. Assign solicitation code. Solicitation codes are used to tell AGPS the type of solicitation to produce and to control certain system functions associated with the purchasing document. The solicitation code is a single character code which works in conjunction with the award code to properly describe to AGPS how to process the requisition. For a complete listing of solicitation codes and award code combinations, see Section 15, Status Codes and Document Types.

RQSN 4: RQS2

- a. If the user is not in the RQS2 screen, type **RQS2** in the Function Line and press RETURN/ENTER.

- b. Type **INQUIRE** in the Function Line.

- c. Using the TAB key, move to Requisition Number field and type desired requisition number.

- d. Press RETURN/ENTER. Requested requisition header record should be displayed.

9. Type **CHANGE** in the Function Line.

- a. Using the TAB key, move to Solicitation Code field and type desired solicitation code.

10. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

11. At this point the supervisor has the option of scheduling the requisition. Only two milestones occur on the requisition: scheduling the requisition and attaching the requisition to a solicitation. When scheduling a requisition, three major events occur. First, the document type and nature of purchase are used to retrieve the procurement lead time table (BSTD). The document type and nature of purchase result from the characteristics of the requisition and how it is being purchased. Second, the procurement lead times in the BSTD Table are accepted or decreased by the priority. Priority 3 is routine. Priority 2 decreases the procurement lead

Cross-ReferenceSteps

times by 25%. Priority 1 decreases the procurement lead times by 50%. Priority is an expression of the urgency of need. Third, the degree of difficulty is used to express all other characteristics associated with the requisition, such as the other workload of the buyer, the capabilities of the buyer, the buyer's work schedule, etc. A degree of difficulty of 1.0 is routine and the schedule is not affected. A degree of difficulty of 1.2 adds 20% to the procurement lead times. A degree of difficulty of .7 reduces the procurement lead times by 30%. Using these three parameters, AGPS will generate a schedule. Any change to the scheduled dates will be checked against the Holiday Table (BHOL). If a scheduled date is in the BHOL table, AGPS will display an error message. This will continue until the revised scheduled date is not in the BHOL table.

The supervisor should set these parameters to accurately express the circumstances of the requisition and its processing. A requisition may be scheduled many times while in the scheduling mode. Once the status code is changed to indicate other processing, the schedule is "frozen" and it may never be rescheduled. Individual revised schedule dates may be keyed to change the schedule, but the original schedule will always remain intact.

RQSN 4: RQS3

- a. If the user is not in the RQS3 screen, type **RQS3** in the Function Line and press RETURN/ENTER.
  - b. Type **INQUIRE** in the Function Line.
  - c. Using the TAB key, move to Requisition Number field and type desired requisition number.
  - d. Press RETURN/ENTER. Requested requisition header record should be displayed.
12. Type **CHANGE** in the Function Line.
- a. Using the TAB key, move to Status Code field and type **235**. This will schedule the requisition.
  - b. Using the TAB key, move to Nature of Purchase field and type desired nature of purchase.
  - c. Using the TAB key, move to Priority Code field and type desired priority code.
  - d. Using the TAB key, move to Degree of Difficulty field and type desired degree if difficulty.
13. Press RETURN/ENTER.

## REQUISITION PROCESSING

## PROCEDURES

### 11.1 Supervisor Review

#### Cross-Reference

#### Steps

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

If the schedule is acceptable, proceed or repeat the above steps 11-13 and change the nature of purchase, priority and degree of difficulty to change the schedule.

RQSN 4: RQS2

14. Forward requisition to the buyer. When the supervisor has completed the review, using the RQS2 transaction, set the requisition status code to 202 and press ENTER. This will tell the buyer that the requisition is ready for buyer review.

- a. If the user is not in the RQS2 screen, type **RQS2** in the Function Line and press RETURN/ENTER.
- b. Type **INQUIRE** in the Function Line.
- c. Using the TAB key, move to Requisition Number field and type desired requisition number.
- d. Press RETURN/ENTER. Requested requisition header record should be displayed.

15. Type **CHANGE** in the Function Line.

- a. Using the TAB key, move to Status Code field and type **202**. This will identify requisition as being in buyer review.

16. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

## 11.2 Buyer Review

### Overview

The AGPS buyer is provided the capability to review and process requisition documents for preparation of requisitions for solicitation in purchasing. Daily the buyer should inquire the RBST transaction to determine if any new requisitions have been assigned. If requisitions have been assigned, using any or all of the following transaction (RQS2, RQS3, RQS4, RQS5, RNTE, RLI2, RLI3, RMOD, RLTX, RTXT, CATX, and RACG) review the requisition. As in the case of any review, the buyer should be sensitive to any characteristics that would hinder the procurability of the requisition. Finally, by setting the status code to 250, the requisition is prepared to attach to a solicitation (See Section 7, Solicitation Processing, Chapter 2, 2.1 Attach Requisition Records).

### Inputs

- Required keys for review of the requisition

### Outputs

- Updated RLIN Table record(s)

### Completing The Procedure

#### Cross-Reference

#### Steps

	1.	Determine requisition ready to be reviewed by buyer.
RQSN 4: RBST	a.	Using the procedures of 16.1 Inquire Requisition Table(s) Record, inquire requisitions for your buyer code and status code 202.
RQSN 4: RQS2	b.	Using the procedures of 16.1 Inquire Requisition Table(s) Record, inquire requisition header using RQS2 for the requisition record identified in step 1.a. above.
RQSN 4: RQS5	c.	Using the procedures of 16.1 Inquire Requisition Table(s) Record, inquire requisition header recommended vendor data using RQS5 for the requisition record identified.
RQSN 4: RTXT	d.	Using the procedures of 1.10 Attach Requisition Specifications, inquire any requisition specification text using RTXT for the requisition record identified.
RQSN 4: RLI2	e.	Using the procedures of 2.3 Inquire Requisition Line Table, inquire the requisition line using RLI2.
RQSN 4: RMOD	f.	Using the procedures of 2.11 Inquire Requisition Line Commodity Changes, inquire requisition commodity changes text using RMOD.

## REQUISITION PROCESSING

## PROCEDURES

### 11.2 Buyer Review

<u>Cross-Reference</u>	<u>Steps</u>
RQSN 4: RLI3	g. Using the procedures of 16.1 Inquire Requisition Table(s) Record, inquire requisition line bid characteristics using RLI3.
RQSN 4: RLTX	h. Using the procedures of 2.7 Inquire Requisition Line Text, inquire requisition line text using RLTX.
RQSN 4: RACG	i. Using the procedures of 3.4 Inquire Requisition Accounting Distribution Table, inquire the requisition accounting distribution record using RACG.
RQSN 4: RNTE	j. Using the procedures of 1.9 Inquire Requisition Notes Table, inquire requisition notes table record using RNTE.
COMM 4: CATX	k. Using the procedures of Section 3, 14 Add/Maintain Commodity Agency Text Records, inquire any commodity specifications attached to the requisition by the agency.

NOTE: Using the above procedures, the buyer may review the requisition document(s) to determine completeness and accuracy.

#### 2. Preparing the requisition line for bid.

The buyer has the option to identify either of two basic price sheet styles: vertical (traditional) and horizontal. Within each the buyer may have alternative headings for the price sheet (See Section 7, Solicitation Processing, Chapter 2, 3.7 Price Sheet Styles). For example, if the pricing on a purchase is to be discount off catalog, the heading on the price sheet can be changed to ask for Percent Discount. If the pricing is firm pricing, the header may be changed to read Unit Price. In addition, the horizontal price sheet offers five columns to ask for other data such as manufacturer, model number, etc. The price sheet may vary by line on the requisition. The default values will be the vertical price sheet asking for unit price. The price sheet style values may be 1 or 2 for vertical or 3 or 4 for horizontal.

AGPS allows the buyer to group requisition lines together for purposes of ranking the bidding vendors for award. This procedure is used frequently in an "all or none" award basis. Grouped items must be contiguous, that is they must be together. Lines 1 and 6 cannot be grouped without including lines 2, 3, 4, and 5 in the group. All lines on a requisition may be grouped into one group for an all or none award of all lines. Lines may not be grouped across requisitions. The grouping indicator may be any two character alpha numeric combination. Every line in the group must have the same grouping indicator.

Cross-ReferenceSteps

AGPS offers the buyer the ability to specify a bid tabulation type by line in order to rank bids in several different ways. The traditional way is to rank bids low to high using unit price (code "L"). AGPS also offers the ability to rank bids low to high considering prompt payment discount (code "D"), high to low using unit price (code "H"), high to low using percent off catalog price (code "P") and present the bids without ranking (code "N"). In order to record bids for a percentage off catalog, the bid tabulation type must be "P" for the applicable line.

AGPS offers the buyer the ability to identify the type of bid evaluation by requisition line. Traditional (default) is 1 (buyer evaluation). The buyer may desire user evaluation (2) or other (3). This code is used for identifying on the bid tabulation the type of evaluation required for the bid overall or for a specific requisition line record.

INST 4: BTAB

**Price Sheet Style** must be valid entry in BTAB Table PS (Price Sheet Type).

**Bid Tabulation Type** must be valid entry in BTAB Table TB (Bid Tabulation Type).

**Bid Evaluation Type** must be valid entry in BTAB Table ET (Evaluation Type).

RQSN 4: RLI2

- a. For grouping of requisition lines for bid, if the user is not in the RLI2 screen, type **RLI2** in the Function Line and press RETURN/ENTER.
  - b. Type **INQUIRE** in the Function Line.
  - c. Using the TAB key, move to Requisition Number field and type desired requisition number.
  - d. Using the TAB key, move to Line Number field and type desired requisition line number.
  - e. Press RETURN/ENTER. Requested requisition line record should be displayed.
3. Type **CHANGE** in the Function Line.
    - a. Using the TAB key, move to Grouping Ind field and type desired grouping indicator.
  4. Press RETURN/ENTER.

Cross-ReferenceSteps

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

RQSN 4: RLI3

- a. For setup of requisition line price sheet style, bid tabulation type, and bid evaluation type, if the user is not in the RLI3 screen, type **RLI3** in the Function Line and press RETURN/ENTER.
  - b. Type **INQUIRE** in the Function Line.
  - c. Using the TAB key, move to Requisition Number field and type desired requisition number.
  - d. Using the TAB key, move to Line Number field and type desired requisition line number.
  - e. Press RETURN/ENTER. Requested requisition line record should be displayed.
5. Type **CHANGE** in the Function Line.
    - a. Using the TAB key, move to Price Sheet Style field and type desired price sheet style.
    - b. Using the TAB key, move to Bid Tabulation Type field and type desired bid tabulation type.
    - c. Using the TAB key, move to Bid Evaluation Type field and type desired bid evaluation type.
  6. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

## 11.3 Add a State Purchasing File Number

**Overview** The AGPS State Purchasing user is provided the capability to assign a file number to a requisition. This is accomplished by the use of the RQS2 screen. Requisition must not be attached to a solicitation.

**Inputs**

- Required requisition number
- Required buyer code
- Required designator

**Outputs**

- Updated RQSN Table

### Completing The Procedure

#### Cross-Reference

#### Steps

1. Determine requisition ready for file number assignment.

NOTE: If multiple requisitions are going to be attached to one solicitation, a file number can only be assigned to one of the requisitions. All requisitions attached to one solicitation would get the same file number during the attachment process, using the procedures of Section 7, 2.1 Add Solicitation Requisition Number.

AGCY 4: AGCY **Purchasing Agency** must be a Type 3 agency (State Purchasing).

AGCY 4: ABUY **Buyer Code** must be a key to a valid and active record in the ABUY Table.

2. Assign file number.

RQSN 4: RQS2

- a. If the user is not in the RQS2 screen, type **RQS2** in the Function Line and press RETURN/ENTER.
- b. Type **INQUIRE** in the Function Line.
- c. Using the TAB key, move to Requisition Number field and type desired requisition number.
- d. Press RETURN/ENTER. Requested requisition header record should be displayed.

Cross-ReferenceSteps

3. Type **CHANGE** in the Function Line.
  - a. Using the TAB key, move to Status Code field and type **215**. This will assign a file number to this requisition.
  - b. Using the TAB key, move to Designator field and type desired designator if applicable.
4. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

## 11.4 Change a State Purchasing File Number/Designator

**Overview** The AGPS State Purchasing user is provided the capability to change a file number that was incorrectly assigned to the wrong buyer. This is accomplished by the use of the RQS2 screen. Requisition must not be attached to a solicitation.

**Inputs**

- Required requisition number
- Required buyer code
- Required designator

**Outputs**

- Updated RQSN Table

### Completing The Procedure

#### Cross-Reference

#### Steps

1. Determine change to a requisition's file number. If the change is for the designator only, skip to step 5.
- AGCY 4: AGCY      **Purchasing Agency** must be a Type 3 agency (State Purchasing).
- AGCY 4: ABUY      **Buyer Code** must be a key to a valid and active record in the ABUY Table.
2. Change buyer and assign new file number.
    - a. If the user is not in the RQS2 screen, type **RQS2** in the Function Line and press RETURN/ENTER.
    - b. Type **INQUIRE** in the Function Line.
    - c. Using the TAB key, move to Requisition Number field and type desired requisition number.
    - d. Press RETURN/ENTER. Requested requisition header record should be displayed.
  3. Type **CHANGE** in the Function Line.
    - a. Using the TAB key, move to Status Code field and type **215**. This will assign a new file number to this requisition.

## REQUISITION PROCESSING

## PROCEDURES

### 11.4 Change a State Purchasing File Number/Designator

Cross-Reference	Steps
	<ul style="list-style-type: none"><li>b. Using the TAB key, move to the Buyer field and type desired buyer code.</li><li>c. Using the TAB key, move to Designator field and type desired designator if applicable.</li></ul>
	4. Press RETURN/ENTER.
	NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.
	The old file number will be replaced with a new file number for the buyer indicated.
	5. Change designator only for the existing file number.
RQSN 4: RQS2	<ul style="list-style-type: none"><li>a. If the user is not in the RQS2 screen, type <b>RQS2</b> in the Function Line and press RETURN/ENTER.</li><li>b. Type <b>INQUIRE</b> in the Function Line.</li><li>c. Using the TAB key, move to Requisition Number field and type desired requisition number.</li><li>d. Press RETURN/ENTER. Requested requisition header record should be displayed.</li></ul>
	6. Type <b>CHANGE</b> in the Function Line.
	<ul style="list-style-type: none"><li>a. Using the TAB key, move to Designator field and type desired designator.</li></ul>
	7. Press RETURN/ENTER.
	NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

## 11.5 Delete a State Purchasing File Number

### Overview

The AGPS State Purchasing user is provided the capability to delete a file number that was assigned to the requisition that does not require a file number. This is accomplished by the use of the RQS2 screen. Requisition must not be attached to a solicitation.

### Inputs

- Required requisition number

### Outputs

- Updated RQSN Table

### Completing The Procedure

#### Cross-Reference

#### Steps

1. Determine requisition file number to be deleted.
2. Delete file number.
  - a. If the user is not in the RQS2 screen, type **RQS2** in the Function Line and press RETURN/ENTER.
  - b. Type **INQUIRE** in the Function Line.
  - c. Using the TAB key, move to Requisition Number field and type desired requisition number.
  - d. Press RETURN/ENTER. Requested requisition header record should be displayed.
3. Type **CHANGE** in the Function Line.
  - a. Using the TAB key, move to Status Code field and type **216**. This will delete a file number.
4. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

## 11.6 Whim Approval - Purchasing

**Overview** The AGPS supervisor is provided the capability to indicate if a whim approval is required for purchasing processing of a requisition document. This is accomplished by the use of the RQS2 screen.

**Inputs**

- Required requisition number
- Required whim approval indicator

**Outputs**

- Updated RQSN/PAPV Table records

### Completing The Procedure

#### Cross-Reference

#### Steps

RQSN 4: RQS2

1. Determine requisition requiring whim approval.
2. Change purchasing whim approval in AGPS.
  - a. If the user is not in the RQS2 screen, type **RQS2** in the Function Line and press RETURN/ENTER.
  - b. Type **INQUIRE** in the Function Line.
  - c. Using the TAB key, move to Requisition Number field and type desired requisition number.
  - d. Press RETURN/ENTER. Requested requisition header record should be displayed.
3. Type **CHANGE** in the Function Line.
  - a. Using the TAB key, move to Whim field and type **P** (Purchasing).
4. Press RETURN/ENTER.
 

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.
5. Build purchasing whim approval in PAPV.

## **REQUISITION PROCESSING**

## **PROCEDURES**

### **11.6 Whim Approval - Purchasing**

#### Cross-Reference

#### Steps

- a. Using the TAB key, move to Status Code field and type status greater than 243.

6. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

Upon successful change of status code the purchasing whim approval is built in the PAPV table that requires approval for further processing of the requisition.

## **11.7 Change Purchasing Agency To State Purchasing**

### **Overview**

The AGPS purchasing agency is provided the capability to change the purchasing agency to State Purchasing once a requisition document is sent to the department purchasing agency. The purchasing agency may only be changed to State Purchasing (107001). This is accomplished by the use of the RQS2 screen.

### **Inputs**

- Required requisition number
- Required Purchasing Agency (OSP)

### **Outputs**

- Updated RQSN Table records

### **Completing The Procedure**

#### Cross-Reference

#### Steps

RQSN 4: RQS2

1. Determine requisition requiring change of purchasing agency to State Purchasing.
2. Change purchasing agency in AGPS.
  - a. If the user is not in the RQS2 screen, type **RQS2** in the Function Line and press RETURN/ENTER.
  - b. Type **INQUIRE** in the Function Line.
  - c. Using the TAB key, move to Requisition Number field and type desired requisition number.
  - d. Press RETURN/ENTER. Requested requisition header record should be displayed.
3. Type **CHANGE** in the Function Line.
  - a. Using the TAB key, move to Purchasing Agency field and type the agency number for the Office of State Purchasing (107001).
4. Press RETURN/ENTER.

## **REQUISITION PROCESSING**

## **PROCEDURES**

### **11.7 Change Purchasing Agency To State Purchasing**

Cross-Reference

Steps

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

## 12 RETURNING REQUISITIONS FOR RE-WORK

### 12.1 How To Return A Requisition For Re-Work

#### Overview

The AGPS purchasing supervisor and/or the buyer is provided the capability to return a requisition's documents for re-work of inconsistent data or missing data required for purchase in AGPS. For example, the requisition may require a change in funding or require an additional requisition line, etc. That decision is made by the purchasing office. This is accomplished by the use of the RQS2 screen. RQS2 status codes 220, 221, 222, 223, or 224 allow purchasing to return the requisition to the user without re-approvals or re-encumbrance. Status code 225 requires re-approvals and 226 requires re-approvals and re-encumbrance. Status code 230 allows return of a requisition for adjustment while attached to a solicitation.

#### Inputs

- Required requisition number
- Required return status code

#### Outputs

- Updated RQSN Table and, if required, RACG/PAPV Tables

#### Completing The Procedure

##### Cross-Reference

##### Steps

1. Determine requisition to be returned to the requisitioning agency for re-work.
2. Return requisition for re-work in AGPS.
  - a. If the user is not in the RQS2 screen, type **RQS2** in the Function Line and press RETURN/ENTER.
  - b. Type **INQUIRE** in the Function Line.
  - c. Using the TAB key, move to Requisition Number field and type desired requisition number.
  - d. Press RETURN/ENTER. Requested requisition header record should be displayed.
3. Type **CHANGE** in the Function Line.

## REQUISITION PROCESSING

## PROCEDURES

### 12.1 How To Return A Requisition For Re-Work

#### Cross-Reference

#### Steps

- a. Using the TAB key, move to Status Code field and type desired status code.

If ...	Then ...
Return is to result in 160 - Returned - At Agency Request	Type status code = <b>220</b>
Return is to result in 161 - Returned - At Mgmt Request	Type status code = <b>221</b>
Return is to result in 162 - Returned - Other	Type status code = <b>222</b>
Return is to result in 163 - Returned - For Data Entry	Type status code = <b>223</b>
Return is to result in 164 - Returned - Item On Contract	Type status code = <b>224</b>
Return is to result in 104 - Returned - Reapproval Required	Type status code = <b>225</b>
Return is to result in 198 - Return CNX - Funds/ Reapprov Req'd	Type status code = <b>226</b>
Return is of a requisition attached to a solicitation for adjustment of the requisition for additional funds	Type status code = <b>230</b>

4. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

## 13 REQUISITION SHOPPING PROCESS

### 13.1 How To Use Requisition Shopping

**Overview** The AGPS user is provided the capability to "shop" for commodities on AGPS without regards to the commodity status of open market or contract. This process allows the user to create multiple open market and/or contract release order requisitions from a single "parent" requisition. This is accomplished by the use of the RQS4 and RSHP screens.

**Inputs**

- Required requisition header with SHP document type
- Required commodity identification for add

**Outputs**

- Updated RQSN, RLIN and RACG Tables

#### Completing The Procedure

##### Cross-Reference

##### Steps

1. Identify by description, and code if possible, the required commodities to be processed without regard to status as open market or contract.
2. Add the "shopping" requisition in AGPS.
  - a. If the user is not in the RQS4 screen, type **RQS4** in the Function Line and press RETURN/ENTER.
  - b. Using the procedures of 1.1 Add Requisition Header Table, add a requisition with document type **SHP**.
  - c. Using the procedures of 1.2 Change Requisition Header Table, change the SHP requisition status to **101**. This will identify the SHP requisition as being ready for commodity shopping.
3. "Shopping" for commodities in AGPS.
  - a. If the user is not in the RSHP screen, type **RSHP** in the Function Line and press RETURN/ENTER.
  - b. Type **INQUIRE** in the Function Line.

Cross-ReferenceSteps

- c. Using the TAB key, move to the Commodity Description Line 1 field and type the desired commodity line 1 description.
- d. Using the TAB key, move to the Commodity Description Line 2 field and type the desired commodity line 2 description.
- e. Using the TAB key, move to the Commodity field and type the desired commodity code, if known, otherwise space out the commodity code.
- f. In lieu of this, the user may "scroll" through the commodity records after the first inquiry by repeatedly pressing RETURN/ENTER until the desired commodity information is displayed.

4. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display the requested commodity by description and commodity code.

5. Adding "Shopping" commodities in AGPS.

- a. Type **ADD** in the Function Line.
- b. Using the TAB key, move to the Requisition field and type the requisition number of the "parent" (SHP document type) requisition.
- c. Using the TAB key, move to the Last UOM field and type the desired unit of measure if not already present. If present and the unit of measure is the desired unit of measure, skip to the next step.
- e. Using the TAB key, move to the Last Unit Price field and type the desired estimated unit price if not present. If present and the unit price is acceptable, skip to the next step.
- f. Using the TAB key, move to the Quantity field and type the desired estimated quantity for purchase.

NOTE: Repeat Steps 5.c. - 5.f. for each required commodity displayed on that screen.

6. Press RETURN/ENTER.

## REQUISITION PROCESSING

## PROCEDURES

### 13.1 How To Use Requisition Shopping

#### Cross-Reference

#### Steps

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

REPEAT STEPS 3.b. - 6. UNTIL ALL DESIRED COMMODITIES HAVE BEEN ADDED TO THE "SHOPPING" REQUISITION.

7. Processing the "shopping" requisition in AGPS.

RQSN 4: RQS4

- a. If the user is not in the RQS4 screen, type **RQS4** in the Function Line and press RETURN/ENTER.
- b. Using the procedures of 1.2 Change Requisition Header Table, change the SHP requisition status to **150**. This will "break-out" the parent requisition (e.g., RQSN # 1001002000) into it's sub-requisitions (e.g., RQSN # 1001002001, 1001002002, 1001002003, etc.) with the appropriate document type for open market or contract release order processing. The sub-requisitions will require completion of the accounting distribution record data prior to processing to accounting.
- c. Using the procedures of 1.2 Change Requisition Header, and 3.2 Change Requisition Accounting Distribution Table, continue processing the sub-requisition(s) to the next logical step.

## 14 PROCESSING REQUISITIONS TO BE FINANCED

### 14.1 Create Requisition for LEAF/3rd Party Financing

**Overview** The AGPS user is provided the capability to add a requisition in AGPS that will be financed through the LEAF program or a 3rd party vendor. This is accomplished by the use of the RQS4, RLI2, and RACG screens.

**Inputs**

- Required requisition header data
- Required requisition line data
- Required requisition accounting data

**Outputs**

- Updated RQSN, RLIN, RACG and PAPV Tables

#### Completing The Procedure

<u>Cross-Reference</u>	<u>Steps</u>
	1. Identify the commodity to be processed for bidding that will be financed. See Section 8, Order Processing if the commodity is on contract.
RQSN 4: RQS4	2. Using procedures of 1.1 Add Requisition Header Table, add requisition header record.
AGCY 4: AGCY	a. <b>Purchasing Agency</b> must be a Type 3 agency (State Purchasing) in the AGCY Table.
	b. Requisition document type must be <b>EQP</b> .
	c. The Accounting Required field must be marked appropriately. This field determines whether or not the requisition will be pre-encumbered, and the resulting order encumbered. If the requisition is not to be pre-encumbered, this field should be marked <b>N</b> , and RACG is not required.
	3. Using procedures of 2.1 Add Requisition Line Table, add requisition line record(s) for requisition.
	4. Using procedures of 3.1 Add Requisition Accounting Distribution, add account distribution data if the accounting required field equals <b>Y</b> .
	5. Using procedures of 5.1 Post Pre-Encumbrance, if the accounting required field is

## **REQUISITION PROCESSING**

## **PROCEDURES**

### **14.1 Create Requisition for LEAF/3rd Party Financing**

#### Cross-Reference

#### Steps

- Y, change status to **135** to pre-encumber requisitions with accounting record(s).
6. Using procedures of 4.1 Requisition Approval Processing, change requisition status to **145** and process required approvals for requisition. The requisition will build an 'FN' approval to State Purchasing.
  7. Using procedures of 9.1 How to Send Requisition Document(s) to Purchasing, change status to **150**.

## 15 PROCESSING REQUISITIONS FOR STATE PRINTING CONTRACT PURCHASES

### 15.1 Process Requisition for Printing Contract Purchase

**Overview** The AGPS user is required to add a requisition in AGPS that will result in an order against one of the State Printing Contracts. This is accomplished by the use of the RQS4/RLI2/RACG screens.

**Inputs**

- Required requisition header data
- Required requisition line data
- Required contract/contract line data
- Required requisition accounting distribution data

**Outputs**

- Updated RQSN/RLIN/RACG Tables

#### Completing The Procedure

##### Cross-Reference

##### Steps

- |              |    |  |
|--------------|----|--|
| RQSN 4: AGCY | 1. | Determine printing requirement. This process is not used to issue orders against contracts for printed supplies such as envelopes, etc. See Section 8, 8.1 Add Contract Release Orders for those commodities.  |
| RQSN 4: RQS4 | 2. | Using procedures of 1.1 Add Requisition Header Table, add requisition header record. <ul style="list-style-type: none"> <li>a. Requisition document type must be <b>REP</b>.</li> </ul>  |
| RQSN 4: RLI2 | 3. | Using procedures of 2.1 Add Requisition Line Table, add requisition line record(s) for requisition. <ul style="list-style-type: none"> <li>a. The contract number and contract line number must be entered for this document type.</li> <li>b. The unit of measure must be the same as the contract line.</li> </ul> |

## **REQUISITION PROCESSING**

## **PROCEDURES**

### **15.1 Process Requisition for Printing Contract Purchase**

<u>Cross-Reference</u>	<u>Steps</u>
	<ul style="list-style-type: none"><li>c. If the contract line is set up as a discount percent off catalog, the requisition line must be set up with a catalog number (type none), and the estimated price in the Catalog Price field.</li></ul>
RQSN 4: RACG	<ul style="list-style-type: none"><li>4. Using procedures of 3.1 Add Requisition Accounting Distribution Table, add requisition accounting distribution record(s) for requisition.</li><li>5. Using procedures of 4.1 Requisition Approval Processing, process any required approvals for requisition.</li><li>6. Using procedures of 5.1 Post Pre-Encumbrance, change requisition status <b>135/150</b>.</li></ul>

## 15.2 Change Printing Requisition

**Overview** The AGPS user has the capability to change a printing requisition to reflect the correct method of purchasing the requested item. This is accomplished by the use of the RQS2/RQS4/RLI2 screens.

**Inputs**

- Required change to document type
- Required change to commodity code
- Required change to contract/contract line number

**Outputs**

- Updated RQSN and RLIN Tables

### Completing The Procedure

<u>Cross-Reference</u>	<u>Steps</u>
	1. Determine printing requisition ready to be reviewed by buyer.
RQSN 4: RDOT	a. Using the procedures of 16.1 Inquire Requisition Table(s) Record, inquire requisitions by purchasing agency and document type REP.
RQSN 4: RQS2	b. Using the procedures of 16.1 Inquire Requisition Table(s) Record, inquire requisition header using RQS2 for the REP requisition document types that are at status code 200.
	2. Verify printing requisition requirements.
RQSN 4: RLI2	a. Using the procedures of 2.3 Inquire Requisition Line Table, verify that the printing request is on a printing contract and that the contract number and contract line number are correct. If correct, skip to 15.3.
	b. If the printing requisition requirements are not correct, user must determine the necessary changes required for processing the requisition. To make changes to the requisition, the status must be set to <b>105</b> . This requires setting the status to return the requisition to the agency.
	3. Return requisition to agency for corrections.
RQSN 4: RQS2	a. If the user is not in the RQS2 screen, type <b>RQS2</b> in the Function Line and press RETURN/ENTER.

## REQUISITION PROCESSING

## PROCEDURES

### 15.2 Change Printing Requisition

Cross-Reference	Steps
	<ul style="list-style-type: none"><li>b. Type <b>INQUIRE</b> in the Function Line.</li><li>c. Using the TAB key, move to Requisition Number field and type desired requisition number.</li><li>d. Press RETURN/ENTER. Requested requisition number record should be displayed.</li><li>e. Type <b>CHANGE</b> in the Function Line.</li><li>f. Using the TAB key, move to Status Code field and type status code <b>220 - 224</b>. This will return the requisition to the agency for corrections.</li><li>g. Press RETURN/ENTER.</li></ul>
	NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.
	4. Reworking returned requisition. User should also use the procedure of 10.1 Processing Returned Requisitions.
RQSN 4: RQS4	<ul style="list-style-type: none"><li>a. If the user is not in the RQS4 screen, type <b>RQS4</b> in the Function Line and press RETURN/ENTER.</li><li>b. Type <b>INQUIRE</b> in the Function Line.</li><li>c. Using the TAB key, move to Requisition Number field and type desired requisition number.</li><li>d. Press RETURN/ENTER. Requested requisition number record should be displayed.</li><li>e. Type <b>CHANGE</b> in the Function Line.</li><li>f. Using the TAB key, move to Status Code field and type status code <b>105</b>.</li><li>g. Press RETURN/ENTER.</li></ul>

### Cross-Reference

### Steps

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

5. Change requisition document type. The requisition status must be **105**.

NOTE: The commodity code, contract number, and contract line number must all reflect the correct printing contract data. If the printing request is not on any contract, the requisition document type must be changed.

RQSN 4: RQS4

- a. If the user is not in the RQS4 screen, type **RQS4** in the Function Line and press RETURN/ENTER.
- b. Type **INQUIRE** in the Function Line.
- c. Using the TAB key, move to Requisition Number field and type desired requisition number.
- d. Press RETURN/ENTER. Requested requisition number record should be displayed.
- e. Type **CHANGE** in the Function Line.
- f. Using the TAB key, move to Document Type field and type desired document type. Type **OMR** if requisition is to be competitively bid.
- g. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

6. Change requisition line.

- a. Using the procedures of 2.2 Change Requisition Line Table, change the commodity code, contract number and contract line number to the correct printing contract commodity code, contract/contract line number. If printing request is not on any state printing contract, space out the contract number and contract line number.

## **REQUISITION PROCESSING**

## **PROCEDURES**

### **15.2 Change Printing Requisition**

#### Cross-Reference

#### Steps

- b. Using procedures of 4.1 Requisition Approval Processing, process required approvals for requisition.
- c. Using procedures of 5.1 Post Pre-Encumbrance, change requisition status **135/150**.

## 15.3 Prepare Order To Printing Contract Vendor

**Overview** The AGPS State Purchasing user has the capability to print a work order and receiving report, enter vendor's confirmation of receipt of the printing job, and complete the order to the printing contract vendor. This is accomplished by the use of the RQS2\RQS4\RQS5\RLI2\RACG screens.

**Inputs**

- Required change to requisition line amount
- Required change to requisition accounting distribution

**Outputs**

- Updated RQSN, RLIN and RACG Tables

### Completing The Procedure

#### Cross-Reference

#### Steps

RQSN 4: RQS2

1. Print Work Order and Receiving Report for Printing Requisition.
  - a. If the user is not in the RQS2 screen, type **RQS2** in the Function Line and press RETURN/ENTER.
  - b. Type **INQUIRE** in the Function Line.
  - c. Using the TAB key, move to Requisition Number field and type desired requisition number.
  - d. Press RETURN/ENTER. Requested requisition number record should be displayed.
  - e. Type **CHANGE** in the Function Line.
  - f. Using the TAB key, move to Status Code field and type status code **211**. This will print the printing contract vendor's work order and an agency receiving report.
  - g. Press RETURN/ENTER.

**NOTE:** If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

## REQUISITION PROCESSING

## PROCEDURES

### 15.3 Prepare Order To Printing Contract Vendor

Cross-Reference	Steps
RQSN 4: RQS5	<ol style="list-style-type: none"><li>2. Enter Vendor's confirmation of receipt of printing job.<ol style="list-style-type: none"><li>a. If the user is not in the RQS5 screen, type <b>RQS5</b> on the function line and press RETURN/ENTER.</li><li>b. Type <b>INQUIRE</b> in the Function Line.</li><li>c. Using the TAB key, move to Requisition Number field and type desired requisition number.</li><li>d. Press RETURN/ENTER. Requested requisition number record should be displayed.</li><li>e. Type <b>CHANGE</b> in the Function Line.</li><li>f. Using the TAB key, move to Job No. field and type desired job number assigned to the work order by the vendor.</li><li>g. Using the TAB key, move to Date field and type desired date the work order was entered by the vendor.</li><li>h. Using the TAB key, move to Est. Del. Date field and type the estimated delivery date of the order from the vendor.</li><li>i. Using the TAB key, move to Salesperson field and type desired contact/salesperson name for the vendor.</li><li>j. Using the TAB key, move to Phone No. field and type desired phone number of the contract/salesperson.</li><li>k. Press RETURN/ENTER.</li></ol></li><li>NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.</li><li>3. Complete printing contract requisition.<ol style="list-style-type: none"><li>NOTE: Once the vendor's invoice has been received and verified, the requisition line amount and the requisition accounting distribution amount must match the invoice amount.</li></ol></li></ol>

## REQUISITION PROCESSING

## PROCEDURES

### 15.3 Prepare Order To Printing Contract Vendor

Cross-Reference	Steps
	<ol style="list-style-type: none"><li>a. Using procedures of 15.2 Change Printing Requisition, return the requisition to agency for corrections.</li><li>b. Using procedures of 2.2 Change Requisition Line Table, change the requisition line amount to match the correct invoice/contract amount.</li><li>c. Using procedures of 3.2 Change Requisition Accounting Distribution Table, change the accounting distribution amount to match the correct invoice/contract amount.</li><li>d. Using procedures of 4.1 Requisition Approval Processing, process any required approvals for requisition.</li><li>e. Using procedures of 5.1 Post Pre-Encumbrance, change requisition status <b>135/150</b>.</li></ol>
	<ol style="list-style-type: none"><li>4. Create printing release order to contract vendor.</li></ol>
RQSN 4: RQSN 4: RLI2	
RQSN 4: RACG	
	<ol style="list-style-type: none"><li>a. If the user is not in the RQS2 screen, type <b>RQS2</b> in the Function Line and press RETURN/ENTER.</li><li>b. Type <b>INQUIRE</b> in the Function Line.</li><li>c. Using the TAB key, move to Requisition Number field and type desired requisition number.</li><li>d. Press RETURN/ENTER. Requested requisition number record should be displayed.</li><li>e. Type <b>CHANGE</b> in the Function Line.</li><li>f. Using the TAB key, move to Status Code field and type status code <b>275</b>. This will create the order to the printing contract vendor.</li><li>g. Press RETURN/ENTER.</li></ol>
	NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.
ORDR 4: OLI4	<ol style="list-style-type: none"><li>h. Using the procedures of Section 8, 1.2 Change Order Header Records, encumber, if applicable, and print order.</li></ol>

Cross-ReferenceSteps

NOTE: The user can set the order as **R** in the confirm field to indicate the order has been received. The receiving, invoice and payment records will be created in the system. The user agency must post receipt and invoice and process payment to accounting. This ends the printing process in AGPS.

## **16 INQUIRE REQUISITION RECORDS**

### **16.1 How To Inquire Requisition Records**

**Overview** The AGPS user is provided the capability to inquire requisition record data using various screens and key(s). The screens are helpful to all levels of management. They are listed below with a brief explanation of each.

**Inputs**

- Required requisition inquiry screen
- Required key(s)

**Outputs**

- Display of requested requisition record data

#### **Completing The Procedure**

##### Cross-Reference

##### Steps

1. Determine requisition data to inquire and the screen to be used for inquiry.
2. Inquire requisition record(s) data in AGPS.
  - a. If the user is not in the desired inquiry screen, type the desired inquiry screen identifier in the Function Line and press RETURN/ENTER.
  - b. Type **INQUIRE** in the Function Line.
  - c. Using the TAB key, move to the identified key field(s) and type the required key(s).
3. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display the requested requisition record data.

Screens provided for inquiry of the Requisition Database are as follows.

## REQUISITION PROCESSING

## PROCEDURES

### 16.1 How To Inquire Requisition Records

<u>Cross-Reference</u>	<u>Steps</u>
RQSN 4: RABC	<b>RABC - Requisition by Agency and Buyer Code:</b> Provides the user with the ability to INQUIRE the Requisition database by purchasing agency and buyer code. The screen will display a list of requisitions for that buyer. Key is purchasing agency, buyer code and requisition number.
ACTC 4: RAC2	<b>RAC2 - Requisition Accounting Distribution Table #2:</b> Provides the user with the ability to INQUIRE the Requisition Accounting Distribution Table by requisition number and accounting distribution number. The screen will display the Central Accounting cross-walk of the accounting distribution codes. Key is requisition number, account distribution number, and change number.
RQSN 4: RANO	<b>RANO - Requisitions by Agency Number:</b> Provides the user with the ability to INQUIRE the Requisition database by requisitioning agency number. The screen will display a list of requisitions for that requisitioning agency number. Key is requisition agency number and requisition number.
RQSN 4: RAPS	<b>RAPS - Requisitions by Department Purchasing Agency, Buyer Code, and Status:</b> Provides the user with a list of requisitions and their titles for the department purchasing agency and buyer code specified. Access is granted only to those requisitions for which the user has security access. Key is department purchasing agency number, buyer code, status, requisition agency number and requisition number.
RQSN 4: RARN	<b>RARN - Requisition by Agency Requisition Number:</b> Provides the user with the ability to INQUIRE the Requisition database by agency requisition number. The screen will display a list of requisitions for that agency requisition number. Key is requisition agency, agency requisition number and requisition number.
RQSN 4: RAST	<b>RAST - Requisition by Agency and Status Code:</b> Provides the user with the ability to INQUIRE the Requisition database by requisitioning agency and status code. The screen will display a list of requisitions for that agency and at the status code requested. Key is requisitioning agency, requisition status and requisition number.
RQSN 4: RBST	<b>RBST - Requisition by Agency, Buyer and Status Code:</b> Provides the user with the ability to INQUIRE the Requisition database by purchasing agency, buyer code and status code. The screen will display a list of requisitions for that buyer and at the status code requested. Key is purchasing agency, buyer code, requisition status and requisition number.

## REQUISITION PROCESSING

## PROCEDURES

### 16.1 How To Inquire Requisition Records

Cross-Reference	Steps
RQSN 4: RBUS	<b>RBUS - Requisition by Purchasing Agency, Buying Unit and Status Table:</b> Provides the user with the ability to INQUIRE the Requisition database by purchasing agency, buying unit and status code. The screen will display a list of requisitions for that purchasing agency, buying unit and at the status code requested. Key is purchasing agency number, buying unit, requisition status and requisition number.
RQSN 4: RCOM	<b>RCOM - Requisition by Commodity Code:</b> Provides the user with the ability to INQUIRE the Requisition database by commodity code. The screen will display a list of requisitions and line numbers for that commodity code. Key is commodity number, requisition number and requisition line number.
RQSN 4: RDOT	<b>RDOT - Requisition by Purchase Agency, Document Type And Date To Purchase:</b> Provides the user with the ability to INQUIRE the Requisition database by purchasing agency, document type, date to purchasing and requisition number. The screen will display a list of requisitions for the requested key(s). Key is purchase agency, document type, date to purchase and requisition number.
RQSN 4: RFLN	<b>RFLN - Requisition by File Number:</b> Provides the user with the ability to INQUIRE the Requisition database by State Purchasing's file number. The screen will display summary information about the requisition for that file number, such as buyer, bid opening date, status, awarded vendor. Key is file number and requisition number.
RQSN 4: RITM	<b>RITM - Requisition by Item Number:</b> Provides the user with the ability to INQUIRE the Requisition database by item number. The screen will display a list of requisitions and line numbers for that item number. Key is commodity item number, requisition number and requisition line number.
RQSN 4: RLCN	<b>RLCN - Requisition Line by Contract Number:</b> This screen is for inquiry of requisition lines by contract number. Key is contract number, requisition number and requisition line.
RQSN 4: RLIN	<b>RLIN - Requisition Line:</b> Provides the user with the ability to INQUIRE the Requisition database for basic information about all lines on the requisition. Key is requisition number and requisition line number.
RQSN 4: RLI4	<b>RLI4 - Requisition Line Table #4:</b> Provides the user with the ability to INQUIRE the Requisition database for inventory reject information on a specified requisition line on the requisition. Key is requisition number and requisition line number.

## REQUISITION PROCESSING

## PROCEDURES

### 16.1 How To Inquire Requisition Records

Cross-Reference	Steps
RQSN 4: RLI5	<b>RLI5 - Requisition Line Table #5:</b> Provides the user with the ability to INQUIRE the Requisition database for inventory reject information on all requisition lines on the requisition. Key is requisition number and requisition line number.
RQSN 4: RSTA	<b>RSTA - Requisition by Status Code:</b> Provides the user with the ability to INQUIRE the Requisition database by requisition status code. The screen will display a list of requisitions for that status code regardless of buyer. Key is requisition status code and requisition number.
RQSN 4: RSUM	<b>RSUM - Requisition Summary Table:</b> Provides the user with the ability to INQUIRE the Requisition database by requisition number. The screen will display summary information about that requisition, such as buyer, bid opening date, status, awarded vendor. Key is requisition number.
RQSN 4: RTLE	<b>RTLE - Requisition by Title:</b> Provides the user with the ability to INQUIRE the Requisition database by the first line of the requisition title. The screen will display a list of requisitions that have a title line to match that title. Key is requisition title line 1 and requisition number.
RQSN 4: RVEN	<b>RVEN - Requisition Bidding Vendors:</b> Provides the user with the ability to INQUIRE the Requisition database by solicitation number, solicitation line and bidding vendor. The screen will display pertinent information for all vendors bidding that line. Key is requisition solicitation number, solicitation line number and vendor number.

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